
**NOTICE OF VACANCY
OSCODA AREA SCHOOLS**



March 14, 2017

The Oscoda Area Schools announces a vacancy for a *Principal for Richardson Elementary School (Grades K through 6)*. Internal and external applications will be accepted until the position is filled.

Positions: Principal – Richardson Elementary School (Grades K - 6)

Effective Date: TBD

Salary: Salary range is \$86,396 to \$89,673 and will be commensurate with experience and training and as per the collective bargaining agreement between the Oscoda Administrators Association (OAA) and the Board of Education.

Required Qualifications:

- * Possess at least a master's degree which includes a minimum of twenty (20) semester hours of graduate work with emphasis on school administration
- * Meet or exceed the requirements of the Michigan State Board of Education
- * Meet the education requirements for continuing education
- * Possess a valid Michigan Teaching Certificate and a valid Michigan Elementary Administrator Certificate
- * Have successfully completed three (3) years of classroom teaching
- * Successfully demonstrated the ability to work with students, staff, administration, parents, community, and members of the Board of Education
- * Ability to exercise discretion and independent judgment
- * Superior communications skills in both writing and speaking
- * Collaborative leadership skills
- * Fluent in the use of technology, including but not limited to, PC's, email, PowerPoint, Microsoft Word and Excel, etc.

Preferred Qualifications:

- * Prefer a master's degree in Education Administration
- * Prefer successful completion of three (3) years of classroom teaching in the grade level matching the administrative position
- * Prefer previous experience as a principal
- * Prefer successful administrative, supervisory, or managerial leadership experience in a school setting
- * Prefer a proven track record in improving student success on standardized tests
- * Prefer experience in setting high standards for staff and students
- * Prefer experience in establishing processes and procedures for holding staff and students accountable in the educational setting
- * Prefer proven experience in the evaluation process for staff performance
- * Prefer a working knowledge of Strategic Planning Process
- * Prefer the ability to analyze and interpret statistics and data

Responsibilities:

- * Under the general direction of the Superintendent of Schools, the Principal serves as the chief administrative officer of the building. The Principal is the executive professional leader of the school who is vested with supervisory and administrative authority over the educational program and all educational activities in the school building and on the school grounds.
- * The Principal administers, directs, coordinates, and supervises the school's instructional and co-curricular, and programs to secure quality learning experiences best suited for the needs of each student. The Principal shall use appropriate and effective personnel management skills in working cooperatively with the general public and the school staff.
- * All administrative positions involve activity of substantial importance to the school's management operation and requires the employee to exercise discretion and independent judgment.

Questions & Applications: All interested applicants must submit a letter of interest, resume, references, copies of all transcripts, certificates and credentials, and any other supportive materials for review and consideration to:
Susan L. Barnhart (989) 739-2033 Telephone
District General Manager (989) 739-2325 Fax
Oscoda Area Schools
Board of Education Office
3550 River Road, P.O. Box 694
Oscoda, Michigan 48750

Application Deadline: Thursday, April 6, 2017

OSCODA AREA SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

In compliance with Title VI, Title IX, Section 504 of the Rehabilitation Act of 1975, and the Americans with Disabilities Act of 1999, it is the policy of the Oscoda Area Schools that no person shall, on the basis of race, color, religion, national origin, sex, age, disability, height, weight, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.