



POSITION POSTING

POSITION:	Assistant Principal – Char-Em Special Education Programs
DESCRIPTION:	Provides support for classrooms operated by CEISD in coordination with, and under the direction of, the program principal. The assistant principal will assist with activities related to instructional leadership, staff evaluation, IEP implementation, transportation, state assessment, and professional learning.
QUALIFICATIONS:	<ul style="list-style-type: none">• Master's degree in Educational Administration or higher• Administrative Experience preferred• Special Education Certification required, School Administrator Certification required
JOB FUNCTIONS:	<ul style="list-style-type: none">• Participate in the school improvement process to develop a clear plan for continuous improvement that is consistent with the district's mission• Provide for a safe school environment in a climate of high expectations for self, staff, students, and parents that has established program routines that support and recognize habits of reflective practice• Demonstrate a strong dedication and related skills/knowledge for student-centered teaching and learning which builds student, family and community connections• Work with district leadership and staff to use data, information, and research to set priorities, evaluate programming, and collaborate for improved results for students• Monitor, evaluate, and ensure development and implementation of quality student evaluations, IEPs, transition planning, and provision of a free appropriate public education• Evaluate staff in accordance with state laws and district personnel evaluation policies• Review teacher plans/performance to ensure that all elements of the curriculum are taught in an environment where all students experience success• Lead professional learning for teachers/staff to lead collaborative inquiry, assists colleagues in developing evidence based strategies, and disseminates successful improvement work• Provide staff training and support to use the school's data system for collecting, analyzing and interpreting multiple forms of data for progress and performance monitoring• Support school processes and routines that engage teachers/staff in consistent, monitoring of student progress and evaluation practices, interventions, and improvement of instruction that meet the individualized needs of students• Interact with co-workers, administration, students and parents in positive, supportive and cooperative ways for the purpose of conveying and/or gathering information required of position using Adaptive Schools and Cognitive Coaching strategies to engage adult learners• Support school process and procedure related to transportation, state assessment, events, hiring, and student transition• Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required of position• Other responsibilities as assigned at the direction of the Principal or Director of Special Education
REPORTS TO:	Principal – Char-Em Special Education Programs
APPLICATION DEADLINE:	Until Filled
CONTRACT LENGTH:	210 days
COMPENSATION:	Based on experience



BEGINNING DATE OF EMPLOYMENT: September 2021

DIRECT INQUIRIES TO: www.charemisd.org/aboutus/jobs

DATE POSTED: June 11, 2021

The Charlevoix-Emmet Intermediate School District is an equal opportunity employer. It does not discriminate on the basis of race, color, national origin, creed, age, religion, sex, height, weight, marital status, or disabling condition in employment. No person shall be denied employment solely because of any disability which is unrelated to the individual's ability to do the essential functions and duties of the job or without accommodation. Under state law, a person with a disability condition may not allege a failure to accommodate a disabling condition unless the employer knew or reasonably should have known that an accommodation was needed.