



Caro Community Schools

301 N. Hooper St

Caro, MI 48723

(p)989-673-3160 ~ (f)989-673-6248

George Rierson, Superintendent

NOTICE OF VACANCY

DATE POSTED: May 8, 2024

POSITION: **McComb Elementary Assistant Principal**

START DATE: 2024-2025 School Year

QUALIFICATIONS:

1. Valid Michigan School Administrator Certificate (or ability to obtain) preferred
2. Valid Michigan Teaching Certificate preferred
3. Excellent communication skills
4. Experience with Multi-Tiered System of Supports (MTSS) preferred
5. Proven success with changing student behavior
6. Strong leadership skills
7. Strong organizational skills
8. Positive rapport with parents and students
9. Minimum of three to five years of successful teaching preferred
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

JOB REQUIREMENTS:

1. Supervises and oversees discipline policies
2. Assists principal in formulating and implementing student policies and programs
3. Assist in supervising extracurricular activities which may require evening attendance
4. Evaluates staff as assigned
5. Support the mission of Caro Community Schools
6. Must be able to handle multiple tasks and deadlines simultaneously
7. Other duties to support administration

SALARY & BENEFITS: Based on degree and experience in education.

WORK CALENDAR: 215 days

SUBMISSIONS SHOULD INCLUDE:

Cover Letter

Resume

3 Professional References

3 Letters of Recommendation

APPLY TO:

Caro Community Schools

Attn: Kristen Stein

301 N. Hooper Street

Caro, MI 48723

kstein@carok12.org

DEADLINE: May 19, 2024