

Job Title:

ASSISTANT PRINCIPAL – DETROIT DAY SCHOOL F/T DEAF

Posting Date: December 12, 2005

Closing Date: January 2, 2006

Job Type: Administrative

Salary: \$62000 - \$86170 (annually)

Upon hire or acceptance of promotion, a total reward (compensation plus benefits) concession of 7.5% is required and will be deducted from your base salary offer. You will be given multiple options to meeting this concession obligation (through additional contributions towards your benefits). This applies to all DPS employees in non-union administrative positions.

Only those candidates who successfully complete the current evaluation process will be placed onto the list of eligible candidates. Those candidates on the eligibility list at the time a specific vacancy is announced will be eligible to request an interview.

Benefits Eligibility: The Detroit Public Schools offers a comprehensive and competitive benefits package which includes medical, dental, vision and life insurance coverage as well as illness days.

Reports to: Executive Director

Location:

Local School

Special Note: SUMMARY: Provides the day-to-day operational support for assigned school and related personnel to help ensure achievement of school-specific goals and objectives. As such, is a key member of the leadership team of the school.

REQUIRED KEY COMPETENCIES

INSTRUCTIONAL LEADERSHIP: Documented depth and breadth in pedagogy (elementary/middle school); demonstrated ability to plan for instructional success; ability to use data to drive student achievement and make effective decisions; comprehensive experience designing and implementing effective and efficient school schedules.

LEADERSHIP/MANAGEMENT/TEAMWORK: Knowledge of leadership; management; and teamwork principles; and demonstrated ability to effectively apply principles to support and advance organizational objectives. Demonstrate ability to manage performance of, and develop assigned staff. Demonstrate capability to form and effectively facilitate organizational-wide, multidisciplinary teams; and to gain cooperation and buy-in of staff, stakeholders, and other entities when s/he has no normal authority over the individuals. Demonstrate ability to introduce and lead large-scale change through assigned work groups. Demonstrate ability to implement effective performance management processes, and motivate teams to exhibit desired behaviors and achieve defined goals; correlates specific team member function to strategic objectives, identifying team members based on required competencies, and develop performance management and motivational tools designed to achieve desired performance. Demonstrate a coaching management style.

BUSINESS ORIENTATION: Display an appropriate bias for action that demonstrates a deep understanding of the district's goals and customer satisfaction standards. Demonstrate the ability to "think ahead" to anticipate needs of team and customers s/he is supporting. Demonstrate the ability to effectively develop, implement, and manage budgets in alignment with organizational goals and objectives. Possess business acumen and savvy necessary to efficiently manage day-to-day operations of a school. Consistently exercise appropriate judgment and discretion in all job functions, even when clearly-defined processes may not be in place. Identify viable courses of action first, and reviews recommendations (as appropriate) with next level manager.

PROCESS DEVELOPMENT/IMPLEMENTATION AND

IMPROVEMENT/PROJECT MANAGEMENT:

Demonstrate ability to develop and successfully implement sound, repeatable business processes. Can appropriately identify core business issues, viable business-oriented solutions, and necessary resources. Demonstrate ability to structure, implement, and manage to successful completion complex business projects.

COMMUNICATION: Must have highly effective verbal and written communication skills. Must be able to communicate effectively individuals at all levels of DPS, students, parents, and other individuals external to DPS. Demonstrate ability to “sell” ideas and concepts and gain buy-in of targeted audiences.

TECHNOLOGY: Working knowledge of current technology. Can articulate working knowledge of standard business systems and software.

CUSTOMER SATISFACTORY ORIENTATION: Demonstrate ability to communicate and work effectively with employees at all levels. Can function as a team leader and team member as situation requires. Strives to promote esprit de corps with team members. Effectively interacts with widely diverse student, parent, and community populations, and creates school environment that fosters diversity.

Qualifications

Education: Master’s Degree inclusive of 20 semester hours in School Administration, Supervision, Curriculum and School Finance. In the absence of the School Finance course, candidates must show demonstrated experience developing and managing staff and operating budgets. Must be able to provide evidence of compliance with State guidelines for continuing education courses for administrators. “ONLY CANDIDATES CERTIFIED WITH ENDORSEMENT FOR HI OR DEAF NEED TO APPLY”

Experience: A minimum of five (5) years of certified teaching experience in THE DEAF AND/OR HARD OF HEARING classroom

with at least satisfactory performance. The level at which the candidate taught at certified teacher status and/or served in the capacity will determine the level at which the candidate will be considered for Assistant Principal. The level at which the candidate taught at certified teacher status and/or served in the capacity will determine the level at which the candidate will be considered for Assistant Principal.

APPLICANT MUST POSSESS FLUENCY IN SIGN LANGUAGE.

Attendance: Regular Attendance is critical; must have an exemplary attendance record.

Citizenship: Must be able to verify whether U.S. citizen, resident alien, or otherwise authorized to accept employment in the U.S.

Physical Condition: Must be physically able to perform the duties and responsibilities outlined with or without accommodations.

Other: Candidates must possess fluency in sign language.

Candidates must be certified in Special Education. Candidates must submit, with the letter of interest and resume, a letter of recommendation from the current, immediate supervisor; Candidates must successfully complete a writing test, rating form completed by the current immediate supervisor, an eligibility interview, as well as the Gallup Principal Insight Interview and Teachers as Leaders Academy courses at the Detroit Public Schools' Leadership Academy; External candidates must also obtain and submit with the letter of interest and resume, an application for employment.

Certification: Must be able to provide evidence of compliance with State guidelines for continuing education courses for administrators.

Duties and Responsibilities

Under the direction of the Executive Director, the Assistant Principal will:

Essential Functions:

1. Parent and community involvement – work with parent groups, perform PR with parents and Community;
2. Coordination – Special Education coordinator; Resource Coordinator, team leader (RCT); IAP process;
3. Curriculum and Instructional Support – Conduct grade meetings, house meetings and curriculum meetings; supervises instruction including monitoring of lesson plans; implement speakers, develop programs aligned with school improvement plan, curriculum goals; orient and mentor new teachers (coaching); ensure report card and quarterly report timelines & delivery;
4. Ensures child safety. Provide emergency care consistent with district policy; dispenses/oversees medications; and reports accidents;
5. Facilitates professional development at the school, in doing so: schedules, performs related bookkeeping;
6. Support/Facilities Management: payroll, staff attendance; ground & facilities; repair & maintenance;
7. Educational/Community Support: Supports various grant programs-compliance, grant writing; deals with protective services, abuse issues; serves on various school committees; coordinates school-wide events, monitors attendance;
8. Monitors student records;
9. School Support: Manage main office (especially when the Principal is out); run payroll; completes various reports (from central office)
10. Performs any other duties delegated (assigned) by Principal.

Security Clearance: All successful applicants, not presently employed by the Detroit Public Schools, will be subject to a fingerprint check as a condition of employment. Applicant must pay applicable fees.

Method of Application: Interested candidates, including internal candidates, must submit (in person or by mail) a letter of interest, current resume, letter of recommendation from the current, immediate supervisor; copies of graduate transcript(s); and evidence of compliance with State guidelines for continuing education courses for administrators (external candidates must also submit an application for employment) to:

Detroit Public Schools-Welcome Center
Attention: ASSISTANT PRINCIPAL – Detroit Day School f/t Deaf
New Center One Building
3031 West Grand Boulevard
Detroit, Michigan 48202

Please read this announcement carefully. Candidates who do not meet the announced requirements need not apply.

Internal candidates must include in the letter of interest, their current classification (job title); work location and telephone number; file number; home address and telephone number; as well as any other requested documentation stated in this job announcement.

External candidates must obtain, complete and submit an employment application, copy of social security card, as well as any other requested documentation stated in this job announcement.

Successful candidates are required to submit official transcript(s) at point of offer to hire. Service outside of the Detroit Public Schools must be verified by the applicant's employer(s) prior to hire.

All interviews must be arranged by the Division of Human Resources. It is the applicant's responsibility to provide all documentation (including copies) as requested. All documentation must be

submitted along with the letter of interest. Due to the high volume of candidates applying for positions, we regret that we are unable to pull individual personnel files to retrieve/copy documents. Therefore, to assure the application process is not delayed, if you are applying for multiple positions with the district, we strongly encourage you to have available several photocopies of your credentials to be submitted for each position for which you apply. Documentation will not be accepted subsequent to the closing date of the announcement. Incomplete information will not be considered. Applicants requesting assistance during the application process should contact the Office of Recruitment and Employment Services at (313) 873-7101.

The Board of Education of the School District of the City of Detroit does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.