

Houghton-Portage Township Schools

1603 Gundlach Road · Houghton, Michigan 49931 · (906) 482-0450 · FAX (906) 487-9764

Website: <http://www.hpts.us>

Board of Education

Amanda Massaway, President
Rob Fay, Vice President
Brent Burns, Secretary
Nels Christopherson, Treasurer
Brad Baltensperger, Trustee
Philip T. Foltz, Trustee
Scott Leonard, Trustee



Superintendent
Anders Hill

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NOTICE OF VACANCY

ELEMENTARY SCHOOL ASSISTANT PRINCIPAL

The Houghton-Portage School District Board of Education is seeking qualified applicants for the position of the Houghton Elementary School Assistant Principal for the 2023-24 school year. Below are a summary of details associated with the vacancy.

QUALIFICATIONS:

- Master's degree or above with emphasis in Education Administration or related field, completed or in progress
- Must maintain all State of Michigan administrator continuing education and/or certification requirements
- At least three (3) years of classroom teaching experience preferred
- Valid Michigan teaching certificate required
- Demonstrated leadership skills in planning, instruction, decision-making, supervision, conflict resolution, evaluation, group facilitation with adult learning, and public relations
- Strong interpersonal skills to communicate verbally and in writing to a wide variety of audiences
- Ability to effectively present information and respond to questions from stakeholders
- Ability to perform duties with awareness of all district requirements and Board of Education policies
- Demonstrated knowledge in PBIS and MTSS, and supporting students with academic and behavior gaps

PERFORMANCE RESPONSIBILITIES:

- Interact with all students in a positive manner to encourage performance at their highest level
- Provide general supervision/discipline to students and supervise extracurricular activities
- Engage in the IEP process and facilitate the ongoing implementation of the IEP and behavior support plans
- Maintain relations with parents, parent groups, school volunteers and outside agencies
- Participate in and support the development of district-wide activities, in-services and committees as appropriate
- Implement policy and procedure changes from the Board or the State and Federal level

COMMITTED TO EXCELLENCE

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- Support priorities to meet the needs of students and teachers through work with the School Improvement Team and collaboration with staff and parents
- Work with community, university, and school community to foster cultural competence
- Identify and engage in his/her own professional growth in shaping the principal's professional practice

Houghton-Portage Township Board of Education will provide a competitive compensation package. The actual salary and fringe benefits will be commensurate with the education and experience of the candidate.

Include the following documents with your submission to:

Anders Hill
Houghton-Portage Township Schools
1603 Gundlach Road
Houghton, MI 49931

1. A cover letter and current resume'
2. Three recent letters of recommendation
3. Copy of college or university transcripts
4. Copy of professional teaching certificate or equivalent
5. Current Michigan Administrator Certificate or completed credits toward certificate
6. Minimum of three professional references w/phone numbers

Timelines

Application deadline: Wednesday, May 10, 2023 noon
Duties begin August 2023

The Houghton-Portage Township School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. Questions or concerns regarding the non-discrimination policies should be directed to Mrs. Sara Marcotte, Business Manager, Houghton-Portage Township School District, 1603 Gundlach Road, Houghton, MI 49931 (906) 482-0451.

April 18, 2023

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