



## Hale Area Schools

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Hale, MI 48739  
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### **NOTICE OF VACANCY - HALE AREA SCHOOLS K-12 PRINCIPAL**

Hale Area Schools is looking for a dynamic leader for our K-12 building. Under the direction of the Superintendent, the Principal is responsible for providing educational leadership and management, oversight of instructional and office personnel, implementing educational programming, curriculum, instruction, discipline, enforcing district safety policies and procedures.

#### **QUALIFICATIONS:**

- Master's Degree or higher in Teaching, Educational Leadership, Administration, or comparable degree
- Possession of a valid Michigan School Administrator Certificate
- Prior administrative experience preferred
- Possession of a valid Michigan Teaching Certificate, with at least three years of successful teaching experience
- Knowledge of Special Education laws and best practices
- Strong Communication skills to develop productive educational experiences for students, staff, and families
- Social and emotional intelligence to navigate complex interpersonal relationships
- Knowledge of Positive Behavior Support Systems and the Michigan Continuous Improvement Process
- Knowledge of Michigan Merit Curriculum
- Must submit to and pass a criminal background check
- Evaluating the effectiveness of assigned staff members
- Creating building and class schedules

#### **DUTIES AND RESPONSIBILITIES:**

- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students
- Performs a variety of administrative duties to assist the Superintendent in managing the school
- Assumes the duties of the Superintendent in the absence of the Superintendent and as assigned
- Works with the Business Office in the development and implementation of school level budgets
- Develops and administers disciplinary procedures in accordance with district policies

*Mission Statement: Our mission is to empower all students to be successful, lifelong learners in an ever-changing society, confident and respectful individuals who are able to live safe, happy, and active lives, and responsible citizens who make a positive contribution to their community.*

and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels as assigned

- Leads school improvement and curriculum development activities
- Ensures all school building reports required by MDE and other entities are completed
- Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines
- Monitors and organizes attendance functions; prepares letters, calls parents, and works with truancy officer regarding absent or tardy students; provides leadership for attendance improvement efforts
- Provides direction and evaluation to a variety of faculty, staff, and student programs and services
- Participates as needed in Individual Educational Plan meetings and Student Study Teams
- Liaison to student government, extracurricular activities, and other competitive or performance programs and events
- Supervises activities, including evening activities, as assigned
- Participates in interviewing, selecting, and hiring of personnel involved with a variety of student activities
- Works with the Superintendent to establish a safe and secure learning environment for students.
- Develops plans for emergency situations in collaboration with other administrators, staff, and public safety agencies; plans and debriefs emergency drills, and updates the school safety plan
- Performs other duties as assigned.

**POSTING DATE:** March 19, 2025

**POSTING DEADLINE:** May 1, 2025 or until filled

**TO APPLY:** Candidates must submit a letter of interest, resume, three letters of reference and credentials electronically to:

Mr. Jeffrey J. Yorke, Superintendent  
Hale Area Schools  
Email: [jyorke@haleschools.net](mailto:jyorke@haleschools.net)

Application materials must be complete in order to be considered for an interview.

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