

## **POSITION VACANCY ANNOUNCEMENT**

### **Education and Training Connection**

**Job Title:** High School Principal  
**Status:** Full Time Salary Exempt  
**Salary:** \$62,000 - \$70,000 annually commensurate with experience  
**Posting Date:** April 28<sup>th</sup>, 2021

**Summary:** Education and Training Connection of Midland (ETC) is seeking an experienced and highly motivated Principal for Academic and Career Education Academy (ACEA). A qualified school leader is dedicated to providing superior education for all students and is responsible for overseeing the daily operations by directing and coordinating educational, administrative, and staff activities at ACEA.

#### **Required Education:**

- Valid Teaching Certification in elementary and/or secondary instruction
- Must meet all requirements for continuing education in the State of Michigan
- Valid Michigan Administrative Certificate
- Master's Degree

#### **Preferred Experience or Training:**

- Experience in alternative public high school administration and supervision
- Experience with State Reporting, school finance, pupil accounting, establishing and maintaining budgets, Title funding and Title grants
- Experience with at-risk students

#### **Duties and Responsibilities:**

- Create collaborative partnerships throughout the community
- Grant procurement, plan, develop and monitor school budget(s)
- Monitor Compliance with Michigan Merit Curriculum and high school diploma requirements
- Develop and ensure implementation of the School Improvement Plan
- Formulate student and staff handbooks and oversee the annual updates
- Manage and administer special education programming
- Oversees and update the Emergency Operations Plan with local emergency departments
- Observe and evaluate staff, arrange for substitute teachers, directs staff meetings and plan professional development
- Attend monthly Board meetings and ensure accurate updates of Board Policy
- Direct preparation of class schedules, cumulative records and attendance reports
- Liaison for parent involvement, point of contact for new enrollees or discipline
- Create school calendar
- Complete various state reporting including but not limited to SID, TSDL, MSDS, EEM, 31A and School Nutrition
- Oversee requisition process for supplies, equipment and instructional material as needed

#### **Attributes:**

- Demonstrated success as an educator and administrator
- Strong organizational skills
- Develop new partnerships and programs with the business community and philanthropic, service or social groups to foster community awareness and growth of ACEA's programs, staff and students

- Marketing / Public Relations background
- Team player who values staff ideas and experience
- Responsible and consistent leader who listens and is able to delegate with a focus on teamwork
- Familiarity with developmental, behavioral, social and academic needs of students

**School Description:** Academic and Career Education Academy is a single building district located on M20 in Midland, Michigan. Home away from home to approximately 80-100 students and 15 staff members. As of currently there are no evening extracurricular activities.

[www.aceaofmidland.com](http://www.aceaofmidland.com)

## Application Deadline Open until Filled

*Each applicant should send cover letter, resume and credentials to the Human Resource Department at:*

**Christine Murphy**  
**Human Resources Director**  
**Education and Training Connection**  
**884 E. Isabella Road**  
**Midland, Michigan 48640**  
[Christine.Murphy@etc-1.com](mailto:Christine.Murphy@etc-1.com)

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