



# ROSCOMMON AREA PUBLIC SCHOOLS

Catherine R. Erickson, Superintendent

299H W. Sunset Dr.  
P.O. Box 825  
Roscommon, MI 48653  
P: (989)275-6600  
F: (989)275-8227

## INTERNAL and EXTERNAL POSTING

**TITLE:** Elementary School Principal

**REPORTS TO:** Superintendent

**JOB FUNCTION:** Promote the educational growth of all children in the school setting by assisting students to develop skills that enhance learning, social, and emotional, well-being.

**DISTRICT DESCRIPTION:** The District has approximately 800 students and is located in north central Michigan. Currently, 17% of our students qualify for special education services and about 2/3 qualify for free and reduced lunch. Roscommon Elementary School serves early childhood preschool students aged 3 -5 years old and students in kindergarten through fourth grade. Roscommon Middle School has students in grades 5 through 7. Roscommon High School has students in 8<sup>th</sup> through 12<sup>th</sup> grades.

### DUTIES AND RESPONSIBILITIES:

- Use the existing systems to facilitate curriculum and assessment to ensure student learning and growth.
- Facilitate professional learning including utilizing professional learning communities and coaching.
- Ensure that data is utilized to drive, inform, and differentiate instruction. Ensure that culturally responsive teaching techniques and strategies are utilized to enhance student learning and growth.
- Utilize the evaluation process to provide timely feedback for staff and student development and growth.
- Establish and maintain positive relationships with parents and community organizations and provide opportunities for involvement in the school community.
- Identify staff professional development needs and encourage professional growth of teachers to ensure high levels of student learning.
- Support and implement Multi-tiered Systems of Support and provide appropriate social-emotional and community-oriented services and support for students.
- Ability and desire to work as an effective member of the school district team

### Additional Qualifications:

We are seeking an administrator who is committed to leading the systemic reconfiguration of the district at the classroom, building, and district level while sustaining the organization's sense of urgency in realizing dramatic improvement in student and teacher performance in a short amount of time. This administrator is charged with providing the instructional and curricular leadership that creates, implements, maintains, and enhances excellence, scholarship, creativity, and achievement for all students.

An Equal Opportunity Program / Employer

Auxiliary aids, services, and alternative formats will be made available upon request to individuals with disabilities.

Michigan Relay Center 1-844-578-6563 (Voice and TTY)

The Roscommon Area Public School District gives notice that it does not discriminate based on race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class in the education programs and activities operated by the District, including employment. Inquiries regarding discrimination or Title IX complaints should be addressed to Catherine Erickson, Superintendent, [ericksonc@rapsk12.net](mailto:ericksonc@rapsk12.net), 299 W. Sunset, Roscommon, MI, 48653, 989-275-6600.



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Qualified candidates should skillfully demonstrate the following competencies:

- Demonstrated leadership and involvement in curriculum development
- Able to communicate effectively with parents, staff, and the school community.
- Experience with a globally diverse population including students with disabilities, EL (English Learners), and students with various learning needs
- Cognizant of current issues and research in education of the student groups listed above.
- Must possess excellent leadership, management, and interpersonal skills.
- Strong, positive personal characteristics and communication skills.
- Dedicated, flexible, and excellent work ethic.
- Demonstrated leadership in working with staff, students, and community
- Demonstrated ability to effectively communicate both orally and in writing with diverse populations
- Demonstrated professional and personal expertise in best practices and research in reading, writing instruction, and culturally responsive pedagogy
- Demonstrated knowledge and experience with principles of learning, balanced literacy framework, and a willingness to learn and participate in professional development
- Demonstrated administrative ability and experience in collaborative skills and attitudes to work with others in teams, effective interpersonal communication skills, creativity, optimism, problem-solving, and flexibility
- Ability to work in an economically, culturally, and racially diverse environment.

## PROFESSIONAL QUALIFICATIONS:

- Master's Degree in administration, supervision, or education preferred. (Pursuant to 380.1246 and District expectations, the individual in this position must either hold a valid Michigan school administrator's certificate or not later than 6 months after he or she begins employment as a school administrator enrolls in a program leading to certification as a school administrator and must complete the program within 3 years.)
- Previous experience as a principal or in a similar position, preferred.
- Minimum 5 years of successful teaching experience, preferred.

Starting Date: August 1, 2024

Letters of interest and any supporting materials should be sent to:

Catherine Erickson, Superintendent  
ericksonc@rapsk12.net  
Roscommon Area Public Schools  
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Posting closes: May 3, 2024

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