



Morley Stanwood Community Schools

4700 Northland Drive
Morley MI 49336
(231) 856-4392

JOB POSTING

Internal/External

HS/MS Assistant Principal

Classification: Salaried
Salary Range: \$72,000 - \$78,000
Reports to: Superintendent
Duration: 200 days per year – Instructional Days + 2 weeks before/after school year.
Posting Date: June 16, 2025

Position Summary: The HS/MS Assistant Principal is responsible for student discipline along with the safety and welfare of both students and staff. Provides assigned instructional leadership to staff including implementing a Multi-Tiered System of Supports, evaluations, and appropriate staff management. The assistant principal will also oversee the high/middle school virtual program.

Professional Qualifications

- Master's Degree preferred with emphasis in Educational Leadership/Administration
- Possess valid Michigan Teaching Certificate
- Five (5) years of successful teaching

Professional Responsibilities:

1. Student Discipline
 2. Truancy
 3. MTSS
 4. Teaching and Learning
 5. Problem Solving Skills
 6. Community Relations
 7. Instruction Supervision
 8. Teacher Evaluation
 9. Virtual Education
 10. School Administration
- Coordinate attendance and discipline in the Middle School/High School
 - Oversight of discipline
 - Investigates and completes reports for student discipline including up to suspension, and recommendation for expulsion.
 - Administers re-entry meetings after suspension is complete.
 - Performs all other duties as needs arise and directed.
 - Provide the following school-wide behavior conduct support for students.
 - Enforce and reinforce student conduct consistent with building and district policies and state statutes.
 - Understand and apply due process in a considerate and dignified manner.
 - Uses positive and productive techniques for improving student behavior.



- Enforces school rules, manages student behavior, and maintains accurate records of student attendance, conduct and academic performance.
- Provide school – wide educational support for students.
 - Using data from teachers and data management systems to support students.
 - Implement research-based classroom-based developmentally appropriate interventions for students and groups of students to enhance their learning.
 - Support teachers/instruction in the classroom
- Provide the following school wide personnel modeling.
 - Is enthusiastic, flexible, and committed to students reaching high learning standards.
 - Communicate in a positive and professional manner.
 - Promote high expectations, demonstrate a caring attitude, and establish an environment of high standards.

Internal/ External Deadline: Open until filled.

Position Start Date: August 1, 2025

Please submit cover letter, resume, and list of references to:

HR@morleystanwood.org

Or

Human Resources
Morley Stanwood Community Schools
4700 Northland Drive
Morley, MI 49336

The Board of Education may find appropriate & acceptable alternatives to the above qualifications, experience, and attributes.

NOTICE OF NONDISCRIMINATION In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Morley Stanwood Community School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Morley Stanwood Community Schools, 4700 Northland Drive, Morley, MI 49336, Telephone (231)856-4392.