

# **Camden-Frontier Schools**

**4971 W. Montgomery Road**

**Camden, MI 49232**

*Business Office (517) 368-5991 Fax (517) 368-5959*

*High/Middle School Office (517) 368-5255 Fax (517) 368-5959*

*Elementary School Office (517) 368-5258*

## **Administration**

**Scott Riley**  
*Superintendent  
7-12 Principal*

**Renee Marshall**  
*K-6 Principal*

## **Board of Education**

*Mike Vondran, President  
Matt Shiery, Vice President  
Nathan VanAken, Secretary  
Scott Nicholls, Treasurer  
Barbara Balbo, Trustee  
Gary Morrison, Trustee  
JR VanAkin, Trustee*

## VACANCY NOTICE

- Date:** July 17, 2017
- Type of Assignment:** K-12 Assistant Principal/Athletic Director
- Position Requirements:** Valid Michigan Teaching Certificate;  
At least five years teaching and/or  
administrative experience  
Master's Degree in Educational Leadership
- Preferred Qualifications:** State of Michigan Administrative Certification  
Demonstrated training and experience in curriculum  
development and staff evaluation.
- Appointment:** The K-12 Assistant Principal/Athletic Director shall be appointed upon the  
recommendation of the Superintendent by a majority vote of the Board.  
The term of each appointment shall not exceed two (2) years. He/she shall  
not have tenure in the position.
- Salary:** Commensurate with experience & qualifications
- Starting date:** TBD
- Apply to:** All interested applicants must submit a letter of interest,  
resume, credentials including transcript plus any other  
supportive materials for review and consideration to:  
Scott Riley, Superintendent  
4971 W. Montgomery Rd.  
Camden, MI 49232  
[rileysc@cfss.org](mailto:rileysc@cfss.org)
- Deadline:** Monday, July 31 2017

**Essential Duties and Responsibilities:**

- The K-12 Assistant Principal shall assist the Superintendent when directed in recruitment and recommendation of all candidates for employment.
- Assist personnel regarding classroom and teaching supplies.
- Assist as requested by Superintendent in the management of student records (incoming and outgoing transfers).
- Assist in coordinating referrals to agencies that may serve the special needs of pupils.
- Works with Transportation Supervisor in coordinating discipline procedures.
- Fosters the success of all students by facilitating the development, communication, implementation and evaluation of a shared vision of learning that reflects excellence.
- Review and disseminate journal pieces, research reports, and other appropriate materials.
- Research and maintain information and resource file on grants for education.
- Assist Business Manager, High School Principal and Title 1 Director to complete required financial reports on federal and state programs.
- Assist in supervising the alignment, coordination and delivery of assigned programs and/or curricular areas including cafeteria and related arts schedules.
- Maintains effective discipline and fosters a safe learning environment.
- Actively participates in the deliberations and classification of educationally disabled students and assists in the planning of Individual Education Programs (IEP).
- Serve as a resource and/or consultant to school personnel on the nature, causes, and solutions to the learning problems of children.
- Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board policy and the procedure of the District's special education program.
- Compile, disaggregate, and disseminate student discipline data as requested by Superintendent.
- Communicates a clear vision of excellence and continuous improvement consistent with district goals.
- Communicates high standards for teaching and learning.
- Promotes effective communications and interpersonal relations among staff, parents, students and community members.
- Assist in selecting, assigning, and evaluating all head coaching personnel
- Assume leadership role in the orientation and in service training of coaching personnel
- Represents the district in matters of interscholastic athletics with the MHSAA
- Represents the district in matters of interscholastic athletics with each secondary league of affiliation
- Is responsible for the organization and scheduling of athletic events
- Contracts officials for all home contests
- Arranges transportation for away contests
- Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics
- Establishes and enforces the physical, academic and training requirements of eligibility for participation.
- Other duties as assigned by the Superintendent