

**Principal**  
**Windover High School**

**Position Type:** Principal/One-School District Administrator

**Closing Date:** Friday, May 10, 2019

**Location:** Windover High School, 919 Smith Road, Midland, MI 48640

**Start Date:** July 8, 2019

**Salary/Benefit Information:** \$60,000 to \$65,000, commensurate with experience; full benefits

**Required Education:** Master's degree.

**Required License/Certification and Work Experience:**

- Valid Michigan teaching certification in elementary and/or secondary instruction
- Must meet all requirements for continuing education in the State of Michigan
- Valid Michigan Administrative Certificate

**Preferred Work Experience and Training:**

- Experience with school finance, establishing and maintaining budgets
- Experience in school administration and supervision.

**Job Duties:**

- Charter school administration
- Grant procurement
- Creating collaborative partnerships throughout the community
- Program marketing and advocacy building
- Administration of a one-building school district
- Administer dual enrollment, early middle college, virtual learning, and career and technical education programs
- Administer pupil accounting manual and funding requirements for special programs including early middle college, dual enrollment, virtual learning, and career and technical education.
- Work with a Board of Directors
- Establishment of district level policies and procedures
- Negotiation and evaluation of service vendors
- Work with At-Risk populations of students
- Supervision of staff
- Liaison with Human Resources
- Manage and administer special education programming/504's and related ancillary services
- Monitor compliance with Michigan Merit Curriculum and other high school diploma requirements
- Facilities, Food and Transportation Services Management

**School Description:**

Windover High School is a charter school located in Midland, Michigan. The primary focus of the school is to create an alternative learning environment that allows students who have struggled with attendance, credit earning, behavior, and/or peer-social interactions in a traditional setting to thrive. In addition to a dynamic and healing learning environment, Windover High School provides many opportunities for students to receive credit and increase their career and college readiness including career and technical education, early middle college, dual enrollment, and virtual learning options.

As a single-building district, the Principal is the primary administrator and is expected to oversee the day-to-day activities of the school from an educational standpoint as well as the daily operations of the business end of the school including human resources, facilities, finances, and visioning.

Windover High School contracts with Education and Training Connection (ETC) of Midland Michigan as the human resource vendor. All staff, including the principal, are employed by ETC and have access to medical benefits and a 401K for retirements.

**Application Procedure:**

Applicants should send a resume and two letters of recommendation to: [greg.paxton@etc-1.com](mailto:greg.paxton@etc-1.com) or Greg Paxton, HR, Director, ETC, 884 E. Isabella Rd, Midland, MI 48640; Fax: 989-631-4541. Attn: HR by May 10, 2019. EOE