



# KINGSTON COMMUNITY SCHOOLS

5790 State Street

Kingston, MI 48741

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*"We believe in developing creative minds, building leaders, fostering a love for community and striving for excellence."*

## **Kingston Community Schools (7-12) Jr./Sr. High School Principal**

### **JOB DESCRIPTION:**

Under the direction of the Superintendent of Schools, the Principal manages the operation and educational programs of the middle and high school, including supervising teachers and other staff, and evaluating and pursuing related programs. Provide leadership to ensure high standards of instructional service.

### **SALARY/CONTRACT**

- Salary \$80,000-\$90,000
- Full Medical/Dental/Vision Insurance or Cash in Lieu Available
- 220 day annual contract
- Vacations follow school schedule

### **JOB QUALIFICATIONS:** Education/Certification/Experience:

- Master's degree in Education, Education Administration, Educational leadership or other appropriate area
- Michigan School Administrator Certification
- Valid State of Michigan Teaching Certificate
- Minimum of three years of successful secondary school administrative experience
- Experience building course schedules and co-curricular activities
- Successful classroom teaching experience
- Experience in supervisory responsibilities, which supporting professional development, evaluating, addressing complaints, and resolving problems
- Ability to lead faculty, staff, and students through the implementation of curricular and programmatic objectives
- Demonstrate knowledge and understanding of systems that support special education and Section 504
- Ability to evaluate instructional program and teaching effectiveness
- Ability to implement policy and procedures
- Working knowledge of Instructional Technology, Data and Assessments
- Working knowledge of curriculum and instruction
- Strong communication, public relations, organizational and interpersonal skills
- Additional duties assigned by the Superintendent/designee

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**Superintendent Shona Vennevay:** 989.683.2294

**High School Principal Mike Seaman:** 989.683.2550

**Elementary Principal Josh Campbell:** 989.683.2284 **High School Fax:** 989.683.2081

**District Website:** [www.kingstonk12.org](http://www.kingstonk12.org)



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Apply to Superintendent Shona Vennev, % Jaime Pruett [jpruett@kingstonk12.org](mailto:jpruett@kingstonk12.org) or

Shona Vennev, Superintendent  
Kingston High School  
5790 State St Kingston, MI 48741

**Posting deadline: Until Filled**

**Kingston Community Schools is an equal opportunity employer**

**STATEMENT OF NON-DISCRIMINATION** It is the policy of Kingston Community Schools that no person shall on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities.

**NEED TO ESTABLISH RIGHT TO WORK** In accordance with the federal law, any person employed by the district must provide evidence that they are eligible to work in the United States.

**CRIMINAL RECORDS CHECK** In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review. No person having a felony conviction shall be hired.

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