



550 Maple St, Manistee, MI 49660  
(231) 723-3521 • Fax (231) 398-2021  
Ron Stoneman, Superintendent  
Howard Vaas, Business Manager  
[www.chipslead.org](http://www.chipslead.org)

**POSTING**  
**May 14, 2020**

**DRAFT**

**POSITION:** **ONE (1), FULL TIME, ASSISTANT PRINCIPAL**  
**Manistee Middle/High School**

**HOURS:** Monday-Friday, 7:30 a.m. to 4:00 p.m.

**QUALIFICATIONS:**

- Valid State of Michigan Teaching Certificate (required)
- Minimum of 5 years of successful teaching experience (preferred)
- Valid State of Michigan Secondary School Administrator Certification, or enrolled in a program leading to School Administrator certification within six (6) months after start of employment (required)
- Experience as Secondary School Administrator (preferred)
- Experience or training in curriculum
- Effective use of technology, as a means of analyzing academic achievement data and as a tool to aid in communications with stakeholders
- Excellent interpersonal, verbal, organization, and written communication skills with adults and students
- Exemplary work habits verified by previous employers
- Collaborative leadership-style resulting in effective teamwork that progresses toward building/district/student goals
- Working knowledge of school law, teacher evaluation practices, professional learning communities, and teacher coaching/mentoring

**PAY/BENEFITS:** Per contract

**EXPIRATION DATE:** May 27, 3:00 PM

**APPLICATION:** **Internal:** Email or Letter of Interest  
**External:** Letter of Interest, Resume, Copies of Qualifications/  
Certificates and Transcripts, and Three (3) Letters of  
Professional References

**Please submit required information via email to:**

**Sara Schubert, [sschubert@manistee.org](mailto:sschubert@manistee.org)**  
**Manistee Area Public Schools Board of Education/Central Office**

**District Policy:** Nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.