

POSTING
April 16, 2026



POSITION: **ASSISTANT PRINCIPAL and DISTRICT STUDENT SERVICES COORDINATOR**

LOCATION: Manistee Early Childhood Center

HOURS: Full-time, flexible as needed to support school and district operations

JOB SUMMARY: Manistee Early Childhood Center is seeking a dedicated and dynamic Assistant Principal to join our leadership team. The ideal candidate will be committed to leading and fostering a positive and inclusive school culture, supporting student achievement, and collaborating with staff, students, and families to ensure a safe and engaging learning environment. They will also be invested in our district wide special education and Section 504 work.

QUALIFICATIONS:

Required

- Valid State of Michigan Teaching Certificate
- Valid State of Michigan School Administrator Certification, or enrolled in a program leading to School Administrator certification within six (6) months after start of employment

Preferred

- Minimum of (5) years of successful teaching experience
- Previous experience as elementary school administrator
- Experience or training in curriculum development and instructional leadership
- Special education administration or special education teaching experience
- Experience with Section 504

Additional Qualifications

- 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 the ability to effectively engage with students, staff, and families
- Exemplary work habits verified by previous employers
- Commitment to collaborative leadership and teamwork to advance school and district goals
- Working knowledge of school law, teacher evaluation practices, professional learning communities, and mentorship/coaching for educators

SALARY/BENEFITS: Per contract

EXPIRATION DATE: **April 29, 2026 at 3pm**

TO APPLY: **Internal:** Submit an email or letter of interest

External: Submit the following:

- Letter of Interest
- Resume
- Copies of Qualifications/Certificates and Transcripts
- Three (3) Letters of Professional References

Please submit required information via email to: Traci Joseph, tjoseph@manistee.org

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.*