

**POSTING**  
**May 20, 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:** **June 5, 2026**

**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](mailto: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.*