

NOTICE OF INTENT TO EMPLOY - Extended

POSITION: PRINCIPAL – MUSKEGON AREA CAREER TECHNICAL CENTER

QUALIFICATIONS:

1. Possession of a Master's degree (Vocational Education and/or Educational Leadership preferred.)
2. Possession of a valid Michigan teaching certificate with Career Technical Education endorsement.
3. Approval as a Vocational Administrator from the Michigan Department of Education Office of Career & Technical Education.
4. A minimum of three years successful teaching experience in a Career Technical Education area.
5. At least five years experience in the field of Career Technical Education.
6. Appropriate maintenance of administrative continuing education requirements.

REPORTS TO: Associate Superintendent of Academic Services

ESSENTIAL FUNCTIONS (This Notice of Intent is not an exhaustive list of the duties performed for this position):

1. Supervises professional staff, paraprofessionals, and clerical staff assigned to the Muskegon Area Career Tech Center.
2. Evaluates personnel assigned to the Muskegon Area Career Tech Center programs.
3. Coordinates curriculum development, professional development, and in-service training programs.
4. Participates in staff interviews and hiring procedures.
5. Ensures that required and desired professional development opportunities are provided for staff.
6. Is proficient in the use of technology for instruction, student management and assessment.
7. Monitors budgets and ensures that purchasing and other established financial procedures are followed.
8. Assumes responsibility for the collection and reporting of data for the Muskegon Area Career Tech Center CTEIS pupil accounting process.
9. Ensures that all programming is conducted according to applicable State and Federal laws, rules, regulations, etc.
10. Assumes the responsibility of the CPED Administrator by attending meetings and overseeing state reports and compliance issues.

STARTING DATE: September 2010

TERMS: This is a full-time position with full benefits.

SALARY RANGE: Commensurate with credentials and level of experience and in accordance with current MAISD salary schedules. Full benefit package.

APPLY TO: Please provide letter of interest, current resume and credentials online at www.muskegonisd.org/jobs or by mail to:
Stacey Tipler
Program Director – Human Resources
Muskegon Area Intermediate School District
630 Harvey Street
Muskegon, MI 49442

CLOSING DATE: Open Until Filled

RE-POSTED: August 18, 2010

Susan W. Meston, Superintendent

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