

## **Notice of Administrative Position 2025-26 School Year**

### **Britton Deerfield Schools—Building Principal**

**Posting Date:** May 21, 2025  
**Closing Date:** June 3, 2025  
**Effective Start Date:** July 1, 2025

**Summary:** Provide instructional leadership and leadership of Multi-Tiered Systems of Support (MTSS) to all staff including curriculum planning, instructional and classroom management coaching, facilitate collaborative data-based decision making and the school improvement process, implement the teacher evaluation tool, and provide leadership of the professional development occurring in the building. The principal is also responsible for the day-to-day operations of the building and grounds and the safety and welfare of students, staff and activities.

#### **Education/Experience**

- Must possess a valid teaching certificate.
- Must possess valid Michigan administrator certification or enroll in a planned program to obtain Michigan administration certification, or meet the equivalent requirements
- Five years of successful teaching experience.
- Experience with curriculum implementation, school improvement process, peer coaching, and data analysis preferred.
- Current and relevant knowledge and experience with leading and implementing MTSS.

#### **Responsibilities**

- Provides leadership in planning, development, supervision, and evaluation of curricular programs and materials.
- Provides exceptional communication skills with parents, staff, students and community members.
- Manages conflict appropriately with all stakeholder groups.
- Determines teaching load and assignment, and assists in recruitment, selection and placement of staff.
- Creates building schedules for all academic school years and works to place students within classrooms.
- Interacts with staff and students in a constructive manner to encourage growth and success for all.
- Leads building staff to implement positive behavior interventions and supports, and research based instructional practices in every classroom.
- Leads building staff to provide an atmosphere of learning, safety and welfare of students.
- Evaluates performance and effectiveness of programs and all staff.
- Coordinates and leads professional development for staff.

- Actively engages in building positive relationships with parents and families through parent groups and activities, and organizations outside of the school.
- Participates as an active member of the District Leadership Team.
- Participates and seeks out relevant district-wide activities, professional development, and committees as appropriate.
- Implements Federal, State, and Board policy and procedure changes at the building level.
- Assumes administrative responsibility for all records and reports required.
- Works with staff, committees, etc. to promote a positive culture that fosters collaboration and on-going continuous improvement.
- Maintains a clean and orderly building by coordinating regular inspection of the building and grounds with the Maintenance Supervisor. Requests maintenance, repairs, and upkeep as needed.
- Implements the District Crisis Plan in compliance with State Laws.
- Serve every child, everyday.
- Performs all jobs as assigned by the Superintendent of Schools.

Salary and benefits based on experience and qualifications. All interested individuals should apply with a letter of interest, resume, copies of University transcripts and teaching/administrative certifications. These materials should be sent to:

Mrs. Stacy Johnson  
Superintendent  
Britton Deerfield Schools  
201 College Ave.  
Britton, MI 49229

or

[stacy.johnson@bdschools.us](mailto:stacy.johnson@bdschools.us)

**Application Deadline: June 3, 2025**

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted (at no cost to the district) and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Britton Deerfield Schools does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other legally protected status in its employment decision or the provision of services.