

WAVERLY COMMUNITY SCHOOLS

Position Announcement

Job Title:	Assistant Principal - Secondary		
Location:	Waverly High School	Start Date:	August 2026
Salary Range/ Level:	Per the current WAEA Master Agreement \$99,111 - \$111,480	Terms of Employment	202 Work Days
Date Posted:	August 5, 2026	Application Deadline:	August 16, 2026 @ 4 pm
Application Process:	A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at High School Assistant Principal 2026) Resume and cover letter may be: • Attached within the online application (preferred) • Faxed: (517) 321-8577 • Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917		
Job Description			
<u>JOB SUMMARY</u>			
The High School Assistant Principal supports the Principal in providing instructional leadership, fostering a safe and positive learning environment, and ensuring the effective operation of the school. This position promotes academic excellence, student achievement, and a culture of respect, accountability, and continuous improvement. The Assistant Principal works collaboratively with staff, students, families, and community partners to implement the school's mission and strategic goals.			
<u>ESSENTIAL JOB FUNCTIONS</u>			
<i>Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:</i>			
Instructional Leadership			
• Support the implementation of curriculum, instruction, and assessment initiatives. • Assist in supervising and evaluating certified and support staff. • Promote the use of effective instructional practices and data-driven decision-making.			

- Support school improvement planning and implementation.
- Coordinate professional development opportunities for staff.

Student Discipline and Student Services

- Administer the school's student discipline program in accordance with district policies, state law, and the Student Code of Conduct.
- Investigate disciplinary incidents and determine appropriate interventions and consequences.
- Conduct student discipline conferences and communicate disciplinary actions with parents, guardians, and staff.
- Maintain accurate documentation of disciplinary referrals, investigations, and outcomes.
- Implement restorative practices, behavior intervention strategies, and positive behavior supports to improve student conduct.
- Coordinate attendance improvement efforts, truancy interventions, and student support services.
- Collaborate with counselors, social workers, special education staff, and outside agencies to address students' academic, behavioral, and social-emotional needs.
- Promote a safe, orderly, and respectful school environment that supports student learning and well-being.

School Operations

- Assist in the daily management of school operations.
- Coordinate school safety plans, emergency procedures, and crisis response.
- Supervise campus activities, student arrival and dismissal, lunch periods, hallways, and special events.
- Assist in scheduling, standardized testing coordination, and master schedule development.

Family and Community Engagement

- Foster positive relationships with students, parents, guardians, and community stakeholders.
- Communicate effectively regarding student progress, attendance, behavior, and school initiatives.
- Represent the school at district meetings, community events, and school functions.
- Encourage meaningful family engagement in student success.

After-School and Evening Responsibilities

- Attend and supervise after-school activities, athletic events, concerts, dances, graduation, parent meetings, and other school-sponsored events as assigned.
- Provide administrative support and supervision to ensure student safety during extracurricular activities.
- Respond to emergencies or incidents occurring during school-sponsored events.
- Maintain a visible presence at school events to promote positive school climate and community engagement.

Compliance and Administration

- Maintain accurate student and staff records.
- Ensure compliance with local, state, and federal education requirements.
- Prepare reports and documentation as required.
- Perform other duties assigned.

QUALIFICATIONS**Education and Experience:**

- A bachelor's degree.
- A minimum of three years successful teaching (Pre-K–12, college, or university level) or
- A minimum of three years of recent successful experience as an Instructional Lead Teacher (ILT) member.
- A valid Michigan school administrator's certificate, or not later than 6 months after employment begins, enroll in a program leading to certification as a school administrator. Completion of the program must occur within 3 years of hire.
- Experience working in a diverse environment.

Preferred Qualifications:

- Master's Degree in school administration, supervision, curriculum, or education.
- Knowledge of Mastery or Standard focused grading processes and Project/Place Based Education pedagogies.

Knowledge, Skills, and Abilities:

- Skill in leadership in effective problem solving, human relations, interpersonal communication skills, and providing a safe and orderly learning environment that is conducive to learning.
- Skill in the use of technology to include–mail, internet, Microsoft Office, and ability to learn and utilize District standard software.
- Ability to demonstrate advocacy for students and staff.
- Ability and desire in managing diversity by creating an environment for all in the school community regardless of differences and similarities, to reach their full potential in accomplishing the objectives of the school and the district.
- Ability and experience as a change agent including awareness, flexibility, and adaptability.
- Ability to provide demonstrated evidence of leadership and positive relationships with staff, students, and parents.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is usually loud to moderate. Work is performed indoors although there will be required outdoor activities.

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Notice of Non-discrimination

Non-Discrimination

The Waverly Community Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [\(517\) 319-3031](tel:5173193031) or msavage@waverlyk12.net.