



Middle School Assistant Principal

Posting Deadline: May 13, 2025

Location: Newaygo Middle School

Starting Date: August, 2025

Newaygo Middle School is seeking a highly organized, proactive, and relational Assistant Principal. Newaygo Public Schools strives to hire individuals who are determined to see all students succeed, possess Newaygo Public Schools' core values, and are dedicated to providing every student with an enriched academic foundation in a safe environment. We value collaboration, respect, and a commitment to excellence. **At Newaygo Middle School every lion matters, every roar counts!**

The Assistant Principal will assist the Middle School Principal in providing school-wide leadership for all educational issues related to students, staff, parents, and the building. This role requires a passion for education and the ability to contribute to a positive and thriving school culture.

Qualifications:

- Passion for children and learning
- Valid Michigan School Administrator Certificate (or currently enrolled in a program that will result in the earning of an Administrative Certificate)
- Valid Michigan Teaching Certificate
- At least 5 years of teaching experience
- Experience with PLCs (Professional Learning Communities), PBIS (Positive Behavioral Interventions and Supports), SEL (Social-Emotional Learning), and an understanding of Capturing Kids' Hearts (preferred)
- Knowledge and experience in creating, developing, and implementing Staff Goals, Individualized Development Plans (IDP), and Professional Development Plans (PDP). In relation to the supervision and evaluation of Support and Teaching Staff.
- Excellent communication skills, both verbal and written
- Knowledge and practical experience with MTSS (Multi-Tiered System of Supports)
- Demonstrated skills in time management, short- and long-term planning, and organization
- Experience in developing systems to improve student attendance/behavior
- 3 years of previous School Administrator Experience strongly preferred.

Other Duties and Responsibilities:

Student Support and Discipline:

- Discipline students with a relational and positive mindset, focusing on personal responsibility.
- Oversee the development and implementation of Individualized Educational Programs (IEPs/504).
- Develop systems to improve student attendance and behavior.
- Supervise and support safety and emergency responses.
- Coordination, implementation, and development of summer programs and activities

Staff Leadership and Development:

- Participate in staff supervision and performance management.
- A passion for education and the desire to build, coach, and support teaching staff.
- Provide support to the building principal.
- Work with the Principal in conjunction with the School Improvement Team to target needs and to plan building growth, goals, and improvement.
- Encourage and support the development of innovative instructional programs, helping teachers pilot such efforts when appropriate.

School Improvement and Curriculum:

- Understand, evaluate, and contribute to the school's English Language Arts, Math, Science, and Social Studies curricula.
- Engage in planning and assessment, including data analysis for decision-making, development of the School Improvement Plan, and evaluation of instructional programs.
- Serve as a member of the School Improvement Team.
- Demonstrate excellent organizational and time-management skills.

School Culture and Climate:

- Capacity to work, build, and grow as a team.
- Works to build relational capacity with all stakeholders
- Possess a desire to grow, build, and continue to develop a positive and encouraging school climate and culture.

Communication and Administration:

- Serve as a leadership presence for staff, students, families, and external stakeholders.
- Foster positive communication and community relations.
- Prepare, maintain, and process various documents, reports, and records.
- Self-driven with a desire for continual growth and professional development.
- Ability to work flexible hours.

NPS Offers:

Comprehensive benefit package to include:

- Competitive Health Insurance, Vision and Dental Plans
- Robust Employee Assistance Program to assist in work-life balance

NPS Core Values

Excellence, Integrity, Respect, Responsibility, Safety and Compassion

How to Apply

Letter of Application, Resume and a Copy of Administrator Certificate
to Mr. Kyle McAlister, Middle School Principal, at kmcalister@newaygo.net



Ben Gilpin, Superintendent
Newaygo Public Schools

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