

WHITEHALL DISTRICT SCHOOLS

541 E. SLOCUM ST
WHITEHALL, MI 49461

P: 231-893-1010
F: 231-894-6450

Middle School Assistant Principal

Post Date: April 1, 2025

Application Deadline: April 15, 2025

Position Summary

Whitehall District Schools is seeking an energetic, student-centered Middle School Assistant Principal to help lead a collaborative school community focused on academic excellence, positive behavior, and inclusive support for all learners. The ideal candidate is a relationship builder with a passion for middle-level education, a commitment to student growth, and the ability to foster a strong school culture through strategic leadership and compassionate engagement. This role plays a vital part in supporting instruction, managing school operations, and ensuring a safe, inclusive environment where every student can thrive socially, emotionally, and academically.

Essential Duties

- Strong interpersonal and communication skills, both written and oral, with the ability to engage multiple stakeholder groups
- Provide instructional leadership using the 5D+ Instructional Framework and a coaching mindset
- Lead implementation of MTSS and PBIS, including tiered interventions and supports for at-risk students
- Monitor and analyze student behavior, attendance, and discipline data to support academic and social-emotional growth
- Address and resolve chronic attendance and truancy issues through collaboration and proactive intervention
- Promote and sustain a positive, inclusive school culture through student leadership and wellness initiatives
- Supervise and support staff across various employee groups; participate in recruiting, screening, and recommending candidates
- Represent the district in IEP and 504 meetings and ensure appropriate supports are in place
- Collaborate with counselors, social workers, and teachers to design and implement student achievement and behavior support programs
- Plan and lead professional development opportunities aligned with school improvement goals
- Provide daily supervision in common areas (hallways, lunchroom, parking lot) to maintain a safe and orderly environment; lead efforts to improve lunchroom operations
- Actively participate in academic, athletic, and co-curricular events to support and advocate for students

Education and Experience

- Master's (Educational Leadership/Administration preferred) from an accredited college or university required
- Valid Michigan School Administrator Certificate
- Minimum five successful years teaching experience (secondary level)

Compensation

- Per School Administrator Contract
- School Year Schedule, +20

Individuals interested in applying for this position should email their letter of interest, resume and references to: kirstenbolles@whitehallschools.net. Thank you.

WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY

It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Coordinator – School Superintendent, 541 E. Slocum Street, Whitehall, MI 49461 Phone 231-893-1005. Adopted by the Board of Education, April 27, 1992.