Position: Principal - Muskegon County Virtual Academy (MCVA)
Job Classification: Administrative
Reports To: Associate Superintendent for Academic Services

The Principal ensures a positive virtual culture for students, staff and families; provides excellent customer service and communication to all stakeholders including local schools who send students to MCVA; and is responsible for ensuring rigorous teaching and learning in a primarily virtual setting.

Qualifications: The Principal supervises the day-to-day program operations of the Muskegon County Virtual Academy (MCVA); evaluates performance of MCVA staff; oversees staff and program development; provides leadership and overall administration of the MCVA. The Principal must possess a Master's degree in Administration, Educational Leadership, or a related field, and a valid Michigan Teaching and Administrator certificate. Three years successful teaching experience in the field of special education.

ESSENTIAL JOB FUNCTIONS:

1. Provide strategic vision and educational direction for a high-quality virtual teaching and learning program.

2. Provide day-to-day leadership and supervision of MCVA

3. Establish guidelines and expectations for the oversight of all operations of an online/remote delivery system for students in grades K-12.

4. Lead MCVA in areas of diversity, equity, belonging, and inclusion to create an equitable learning experience for all students.

5. Provides leadership in the areas of staffing, financial management and program development/prioritization.

6. Monitor budgets, supervise MCVA staff and provide opportunities for continuous learning.

7. Participates in local, state and national meetings as requested or required.

8. Effectively utilize innovative technology and leadership skills to facilitate continuous improvement of Virtual School programs and services through an effective and consistent data-driven decision making model.

9. Develop the administrative procedures needed in a virtual setting to establish and promote high standards and expectations for all students and staff.

10. Maintain a positive virtual learning environment that ensures the implementation of quality instruction.

11. Utilize/rely heavily upon two-way communication technologies and practices (both oral and written) that most effectively support a predominantly virtual/remote environment.

12. Collaborate with the Technology Department to ensure the technology needs of virtual school students and staff are met including access to effectively working devices, reliable internet connections, online safety, software applications, platforms and portals.

13. Provide guidance, supervision, and assistance in virtual/remote instructional practices, curriculum development, and appropriate assessment models that are clearly defined and meet the academic and cultural needs of the student population.

14. Identify and develop materials for, and communicate the processes for the enrollment, assignment, and/or transfer of students into or out of MCVA courses.

15. Work closely with local district leaders, counselors, and parents to ensure student schedules are appropriate while maintaining adequate progress toward district-defined graduation requirements.

16. Maintain a positive school climate based on Positive Behavioral Interventions System (PBIS) that ensures the safety, health, and welfare of students and employees.

17. Responsible for the design and production of brochures, newsletters, promotional materials, informational articles, and marketing devices including social media, presentations and videos showcasing the virtual school experience for parents, students, and community members.
18. Manage the collection, analysis, utilization, and reporting of all school data. Completes and submits required state reports on time and with accuracy.

19. Performs such other tasks and assumes such other responsibilities as the Associate Superintendent may assign.

Annual Salary = $114,264
Expense Account = $0
Reimbursed Expenses = $0
Supplemental Compensation = $1,750