



NOTICE OF AVAILABLE POSITION

November 5, 2021

POSITION TITLE:	ASSISTANT SUPERINTENDENT FOR GENERAL EDUCATION
STARTING DATE:	January 2022 (can be flexible with transition from current employer)
JOB LOCATION:	Clare-Gladwin RESD, 4041 E. Mannsiding, Clare, MI 48617
COMPENSATION:	Competitive salary and benefits commensurate with experience and education
WORK DAYS PER YEAR:	Full-time, 260 days (11 paid holidays and 20 paid vacation days)
REPORTS TO:	Superintendent

QUALIFICATIONS REQUIRED:

- At least five years of experience in an education leadership position (i.e. principal, consultant, administrator)
- Valid Michigan Teaching Certificate; Valid Michigan School Administrator Certificate preferred
- Working knowledge of Michigan mandates, rules and laws related to education
- Excellent communication, collaborative, and conflict resolution skills with a variety of audiences
- Facilitation skills necessary to lead professional development, school improvement, and learning networks
- Experience securing competitive grants, strategic budgeting, and executing detailed work plans

JOB OBJECTIVES/FUNCTIONS:

- Provides direct services and technical assistance to local districts in all matters related to PK-12 education
- Oversees all aspects of the General Education Department, including Instructional Services, SPARKS after-school/summer school programs, Early Childhood programs, and REMC 5
- Actively participates on the CGRESD Leadership Team to understand and shape the “big picture,” set organizational priorities, establish a professional and service-oriented culture, and prioritize the organization’s mission and goals
- Represents CGRESD on local, regional and statewide boards and workgroups as appropriate
- Leads the organization in the absence of the Superintendent

APPLICATION DEADLINE: 11/19/2021 by 4:00 PM

APPLICATION PROCEDURE: (Apply electronically or download application at www.cgresd.net)

Send Resume, Cover Letter, and completed Application to:

Clare-Gladwin RESD
Attn: Human Resources
4041 East Mannsiding Road
Clare, Michigan 48617
(989) 386-3851
Email: cghr@cgresd.net