BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action __X__

Item: Request for One Additional Positions for Center Programs for 2026-2027; Addition of an Assistant Principal at KEC Beltline.

Submitted by: Kirsten Myers Date: November 3, 2026

Recommended by: Dave Rodgers Board Meeting Date: Nov 16, 2026

RECOMMENDATION:

2026-2027 Position

KEC Beltline: One new Assistant Principal at KEC Beltline.

Rationale:

The Assistant Principal position is being added to the KEC Beltline program to strengthen overall program leadership, support continuous improvement efforts, and advance the development and delivery of high-quality programming across the program. A primary focus of this position will be the continued development of the diploma track, including the alignment of curriculum resources with Michigan academic standards and the implementation of rigorous, standards-based instructional practices. Currently, the diploma track requires significant investment in curriculum development and instructional resources to ensure students have access to appropriately challenging, standards-aligned educational opportunities.

Additionally, the certificate of completion pathway requires substantial administrative oversight and ongoing support to ensure the effective delivery of programming across both K–12 and postsecondary classrooms. This includes managing the unique instructional, compliance, and operational requirements associated with these programs, while maintaining appropriate supervision, monitoring, and implementation of special education services.

Another critical priority will be strengthening safe, supportive, and inclusive learning environments for students and staff. The Assistant Principal will provide leadership, coaching, and ongoing support to staff in implementing proactive, preventative, and evidence-based practices that promote student engagement, emotional regulation, positive relationships, and meaningful participation. This includes strengthening staff capacity to recognize and respond to student dysregulation, implement effective de-escalation and co-regulation strategies, and respond to challenging situations in ways that prioritize safety, dignity, and the preservation of student relationships. A central focus will be reducing exclusionary disciplinary practices and the use of emergency seclusion and restraint through intentional prevention, consistent implementation of individualized supports, staff development, and ongoing review of program practices and student outcomes.

The addition of an Assistant Principal will provide the leadership capacity necessary to advance these priorities, strengthen instructional programming, support staff, promote safe learning environments, ensure compliance with applicable state and federal requirements, and sustain continuous improvement across the KEC Beltline program.

Position	Location	FTE	Accounting Code
Assistant Principal	KEC Beltline	1	21-1-226-1165-081-0000-21310-2941-2130

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VACANCY NOTICE

Job Title: **Assistant Principal – KEC Beltline**
Kent ISD Center Based Programs
215 day position

The KEC Beltline Assistant Principal is responsible for providing educational leadership by coordinating and leading the initiatives for quality instruction and professional learning in collaboration with the program Principal. Under the direction of the school Principal, the Assistant Principal serves as an instructional leader in the planning, coordination, personnel evaluation and administration of school activities and programs, including curriculum, instruction, assessment, student conduct, and attendance.

MINIMUM QUALIFICATIONS:

- Master's degree from an accredited college/university with particular emphasis on administration, management, curriculum, with preference given to individuals with previous administrative experience.
- Master's degree specializing in Secondary School Administration and/or Career and Technical Education Administration
- Valid Michigan Secondary School Administrator Certificate; or be qualified to obtain Michigan Secondary School Administrator Certificate
- Coursework in administration, supervision, and evaluation of instruction in secondary programs
- Minimum 5 years of experience as a teacher and/or administrator.
- Strong leadership experiences, visioning experiences, communication skills (verbal and written), organizational, budget oversight, and administrative team collaboration skills are essential
- Experience working with a diverse population of students is preferred
- Experience working with teams on continuous school improvement initiatives is preferred
- Experience working with credentialed special education staff in the delivery of special education programs is preferred

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge and experience working with students with cognitive impairments and/or autism is preferred.
- Must possess exceptional organizational and supervisory skills, and excellent verbal and written communication skills to effectively interact with superiors, peers, subordinates, local/state/national education representatives and regulatory/funding agencies, constituent districts and the public-at large.
- Knowledge and understanding of local, state and federal funding requirements.
- Knowledge of effective project management and possess strong organizational skills.
- Knowledge of special education laws, rules, regulations and compliance responsibilities.

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- Ability to work constructively with building principal, staff, students, parents, and community agencies.
- Knowledge and demonstrated leadership on data management systems.
- Experience with aligning Michigan standards to the instructional needs of students with disabilities.
- Strong problem-solving and dispute resolution skills.
- Ability to drive between buildings, local school districts and community sites.
- Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status.
- Must pass a criminal background check as required by School Safety Legislation.
- Demonstrates a strong commitment to equity, social justice and inclusion in all practices and position responsibilities. Demonstrates the ability to examine the impact of education inequities in student achievement outcomes as it aligns with race, ethnicity, and socio-economic status.

DUTIES AND RESPONSIBILITIES:

Provides leadership and supervision in the management of a Center Program school for students with disabilities.

1. Works with staff, students, parents, local educational agencies, public school academies and community to build a shared vision of learning for all students.
2. Works with staff, students, families and community agencies to link school priorities and strategies into the school improvement plan to achieve school and district goals.
3. Works with staff to deepen student and school data analysis to evaluate and revise school improvement goals and strategies.
4. Uses the working knowledge of effective instruction in establishing school processes and routines that engage teachers/staff in regular monitoring of student progress and evaluation, adaptation, and improvement of instructional strategies which meet the individualized needs of students.
5. Works with staff to establish building and district systems, processes, trainings, and shared leadership to ensure full compliance with the Individuals with Disabilities Education Act IDEA, Michigan Administrative Rules for Special Education, the Kent Intermediate School District Special Education Plan, Kent ISD Board of Education and Organizational Policies, and other applicable rules and regulations.
6. In collaboration with the program principal, completes and submits required state reports on time and with accuracy.
7. Establishes procedures for placement, evaluation, assignment, and re-evaluation of students with disabilities as determined by regulations and in collaboration with local district supervisors/directors.
8. Recruits, hires, trains, mentors, coaches, and evaluates some program staff.
9. Provides staff development opportunities that incorporate the mission of the district, program evaluation outcomes, and input from the teachers.

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10. Facilitates school team meetings such as curriculum, school improvement, and Positive Behavioral Interventions System (PBIS).
11. Trains teachers/staff to lead collaborative inquiry, assists colleagues in developing evidence-based goals and strategies, and disseminates successful improvement work.
12. Implements an effective system of teacher evaluation (adopted by Kent ISD) that meets Michigan legal requirements including teacher and classroom observations.
13. Works with staff to evaluate the school's professional learning culture and the impact of internal and external professional learning on student results.
14. Learns and uses emerging technologies to increase productivity, develop leadership, and expand staff use of technology.
15. Ensures all segments of the community are included, involved, respected, and valued.
16. Establishes regular systems of two-way communication with parents and community, while involving parents in their child's education.
17. Provides leadership, advocacy, and creative solutions for the schools use of technology to improve parent and community involvement, expand student learning opportunity, improve the monitoring and communication of student progress, and adapt the teaching and learning environment for better student results.
18. Establishes relationships with community agencies and businesses to secure vocational training sites for transition aged students.
19. Establishes processes and procedures in collaboration with community agencies to meet students' post-secondary goals in the areas of employment, training/education, community participation and adult living.
20. Coordinates supervision and evaluation of students in vocational training sites.
21. Acts as the designated program administrator in the absence of the Program Principal, ensuring the effective operation and continuity of program functions.
22. Performs other duties as directed by direct supervisor.

The above is intended to describe the general content of and the requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Salary: Non-Union Professional salary schedule; Grade 8 Commensurate with experience

215 days per year, 8 hours per day

Benefits: Robust benefit package includes full medical, dental, and vision insurance; paid sick and vacation days; State of Michigan School Employment retirement program; student loan forgiveness may be available through the Public Service Loan Forgiveness program for eligible Federal student loans.

Posting Dates: November 2026-until filled
Distribution: Internal & External

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To Apply: Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

- Applications must be completed online at jobs.kentisd.org
- Please note, due to the large number of applications, we are unable to attend to e-mail or telephone inquiries on application status.
- All candidates will be timely notified regarding their application status.

The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.

It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, national origin, creed, ancestry, age, gender/sex, sexual orientation, marital status, height, weight, veteran status, political belief or physical/mental disability which does not impair their ability to perform adequately in the individual's particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education. The Coordinator for Title IX, Section 504, the Age Discrimination Act and Title II is: Dave Rodgers, Assistant Superintendent for Human Resources.