



School District of the City of Pontiac

Kelley Williams, Superintendent

PONTIAC BOARD OF EDUCATION Agenda Item Request Form

Purpose:	<input checked="" type="checkbox"/>	Discussion
	<input checked="" type="checkbox"/>	Action
	<input type="checkbox"/>	Report
Contract:	<input checked="" type="checkbox"/>	New
	<input type="checkbox"/>	Renewal
	<input type="checkbox"/>	Extension/ Modification
	<input type="checkbox"/>	N/A

Presenter(s): Mrs. Carmen White, Director of Human Resources

Attachment(s): Job Description
Resume
Contract

Board Meeting Date: June 19, 2017

Agenda Item: Approval of Assistant Principal at ITA

Background/Rationale:

The interview process consisted of three phases which was conducted by four members. During this process the committee interviewed seven internal candidates.

Funding Source/Account Number/s: n/a

Recommendation: It is the recommendation of Administration that the Board of Education approve the contract for Mr. Gregory Spencer, Assistant Principal at ITA at an annual salary of \$69,994.00 from July 1, 2017-June 30, 2018.

Approvals Required:

<u>Kelley Williams</u> Superintendent	<u>6/15/17</u> Date	<u>Carmen White</u> Human Resources	<u>6-15-17</u> Date
<u>[Signature]</u> Business and Finance	<u>15 June 2017</u> Date	<u>[Signature]</u> Curriculum & Instruction	<u>6-15-17</u> Date
<u>Darryl Segars</u> Legal Counsel	<u>6/15/17</u> Date		

Moved By: _____

Supported By: _____

Board Vote:

Ayes:

Nays:

Request Approved: Yes No

Date Approved: _____

**School District of the City of Pontiac
Assistant Principal Job Description**

Position: Assistant Principal of Pontiac High School
Department: Curriculum and Instruction
Reports to: Building Principal and Associate Superintendent of Curriculum and Instruction
Supervises: Assigned support personnel

General Description: Assists the Principal as the educational leader of the assigned school, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the school. Prefer candidates with experience with PBIS, PLC's, data analysis, and committee leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in establishing and promoting high standards and expectations for all students and staff for academic performance and responsibility for behavior
- Ensure compliance with all laws, board policies and civil regulations
- Assist the Principal in developing and implementing the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals
- Assist in the supervision of the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development
- Help to establish procedures for evaluation and selection of instructional materials and equipment
- Assist in the implementation of the Michigan content expectations (GLCE) and District middle school curriculum in Language Arts, Mathematics, Science, and Social Studies
- Assist in the implementation of research based instructional strategies for secondary levels
- Assist in the implementation of the District's performance appraisal system in a positive manner and assist teachers in establishing and carrying out performance objectives
- Assist in monitoring and assessing the school's performance through data analysis

OTHER DUTIES AND RESPONSIBILITIES

- Promote in-depth and ongoing site specific professional development for staff
- Align resources with goals and priorities
- Monitor expenditures as directed by the Principal

EDUCATION AND EXPERIENCE

- Master's Degree in Educational Leadership or its equivalent
- Valid Michigan teaching certificate
- Valid Michigan administrative certificate

LANGUAGE SKILLS

- Ability and desire to work cooperatively with students, teachers, and parents
- Ability to respond to inquiries or concerns from members of the school community
- Ability to effectively present information to administration, public groups, and/or the School Board

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to think critically and maintain confidentiality
- Sincere interest in resolving community issues

COMPUTER OPERATIONS

- Proficiency in technology skills such as AS400, Microsoft Office applications including Word, Excel, Access, PowerPoint, Publisher.

WORKING CONDITIONS

- Well-lighted, heated: and/or air-conditioned indoor office setting with adequate ventilation

PHYSICAL ACTIVITY LEVEL

- The constant physical demand of the position is sitting.
- The frequent physical demands of the position are standing, walking, climbing, talking, hearing, repetitive motions, and eye/hand/foot coordination.
- The occasional physical demands of the position are lifting, carrying, pushing, pulling, balancing, stooping, crouching, reaching, handling, grasping, and feeling.

MANUAL DEXTERITY

- Manual dexterity: sufficient to reach/handle items; work with the fingers; and perceive attributes of objects and materials.

WORK SCHEDULE/HOURS

- Minimum of 40 hours per week, Monday-Friday; some weekend and after hours work may be required

VISION REQUIREMENTS

- No special vision requirements

WORK ENVIRONMENT

- Moderate noise

TRAVEL

- Very minimal overnight travel is required
- Must be able to travel by car between buildings throughout the day

COMPETENCIES

Analytical

Synthesizes complex or diverse information

Problem Solving

Identifies and resolves problems in a timely manner

Gathers and analyzes information skillfully

Develops alternative solutions

Works well in group problem solving situations

Technical Skills

Assesses own strengths and weaknesses

Pursues training and professional development opportunities

Strives to continuously build knowledge and skills

Shares expertise with others

Interpersonal Skills

Focuses on solving conflict, not blaming
Maintains confidentiality
Listens to others without interrupting

Oral Communication

Speaks clearly and persuasively in positive or negative situations
Listens and gets clarification
Responds well to questions
Actively participates in meetings

Written Communication

Writes clearly and informatively
Edits work for spelling and grammar
Varies writing style to meet needs

Judgment

Displays willingness to make decisions
Exhibits sound and accurate judgment

Motivation

Sets and achieves challenging goals
Demonstrates persistence and overcomes obstacles
Takes calculated and appropriate risks to accomplish goals

Planning/Organizing

Prioritizes and plans work activities
Uses time efficiently

Professionalism

Approaches others in a tactful manner
Reacts well under pressure
Treats others with respect and consideration regardless of their status or position
Accepts responsibility for own actions
Follows through on commitments

Safety and Security

Observes safety and security procedures
Determines appropriate action beyond guidelines

Attendance/Punctuality

Is consistently at work and on time
Ensures all assigned responsibilities are covered when absent
Arrives at meetings and/or appointments on time

JOB DESCRIPTION PREPARED BY:

Name: Susan Friend Date: 7/2/2014

Title: Human Resources Director

Gregory S. Spencer
1460 Stockport Drive
Rochester Hills, MI 48309
248-613-2849 spencerig88@gmail.com

Professional Profile

Experienced educator who motivates others to help them realize their full potential. Teacher leader who inspires individuals to love learning. A dedicated and creative, problem-solver who works collaboratively to ensure that all students achieve. Well-developed communication, team building and technology skills. Works well with all levels within professional organizations.

Expertise includes:

Presentation Skills	Resource Management	Teacher Training
Curriculum Development	Budget Management	Group Facilitation
Team Building	Data Analysis	Asset and Materials Management

Certificates

Social Studies Education – RX – Michigan 6-12; Psychology – CE – Michigan 6-12
Education Administration – Michigan K-12- ES

Education

Masters in Curriculum & Educational Leadership
Bachelor of Arts in Education

Oakland University, Rochester, MI
University of Michigan, Ann Arbor, M

Experience

8/2011 – Present – International Technology Academy, **Pontiac School District**, Pontiac, MI

Teacher

- Team leader for team 51 FIRST Robotics Program
- Supervised as social studies department head
- National Honor Society Advisor
- Assisted in recruiting efforts & application process
- Assisted in teacher recruitment process
- Oakland University intern teacher host

8/2009 – 8/2011 – Pontiac High School, **Pontiac School District**, Pontiac, MI

Teacher

- Co-Coach for team 51 FIRST Robotics Program
- National Honor Society Advisor
- High school merger team member
- Oakland University intern teacher host

8/2005 – 9/2009 – Pontiac Central High School, **Pontiac School District**, Pontiac, MI

Teacher

- Co-Coach-Student Liaison for Team 47 FIRST Robotics Program
- Wrote curriculum for AP Government, AP Economics, & Revised Psychology curriculum
- School Improvement Team Member
- Varsity girls soccer coach
- Oakland University & Michigan State University intern teacher host
- Lunch supervisor

8/1998 – 8/2005 – Lincoln Middle School, **Pontiac School District**, Pontiac, MI

Teacher

- Supervised as social studies department head
- Team leader within team teaching in middle school concept
- Wrote curriculum and handled common assessments across the grade levels
- Teacher leader of Middle Start transformation team & grant writer
- Oakland Schools Administrative Intern Program (Shadowed Dr. Essie McGhee & Lisa Ewing)
- Member of Faculty Coordinating Council & School Improvement team

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- Student Council advisor
 - Washington DC trip Coordinator
 - Created Pontiac-Lake Orion Partnership for middle schoolers
 - 6th-8th grade boys & girls soccer coach
 - Michigan State University student teacher mentor
 - Lunch & bus supervisor

1/1998 – 6/1998 – **Van Buren Public Schools, Belleville, MI**

Student Intern & Guest Teacher, Belleville High School

- Collaboratively taught classes over multiple grade levels & subjects
- Was a part of research group on democratic education and methods

9/1998 – 12/1998 – **Pinckney Schools, Pinckney, MI**

Student Intern, Pinckney Middle school

- Worked in middle school team teaching environment



Pontiac School District

ADMINISTRATIVE SERVICE CONTRACT (1 YEAR)

THIS AGREEMENT, made the 1st day of July, 2017 between Pontiac School District, hereinafter "School District" and Gregory Spencer hereinafter "Employee".

School District hereby agrees to employ Employee during the 2017-2018 school fiscal year, commencing July 1, 2017 and continuing through June 30, 2018 subject to the provisions of this Contract.

The employment of Employee is subject to the following provisions:

(a) Employment and Duties - School District hereby agrees to employ Employee during the 2017-2018 school fiscal year subject to Board Policies and the provisions of this Contract. Said Employee agrees to perform duties prescribed for Employee's assigned position in accordance with all laws applicable thereto, fulfill the rules and regulations of the Board and/or Superintendent pertinent thereto and carry out the programs and policies of School District and/or the Superintendent.

(b) Certification - Employee shall, if required by law for the position held, possess and maintain certificates issued by the Michigan Department of Education valid for the position held by Employee, or otherwise be in full compliance with the applicable rules and regulations of said department relative to certification. The responsibility for obtaining, retaining or maintaining the necessary certification rests exclusively with Employee.

In the event that the Employee's necessary certification expires, is suspended or revoked, or in the event the Employee is terminated, this contract may be terminated by the District without liability hereunder.

(c) Professional Conduct - Said Employee agrees to perform this Contract and the employment duties and functions required of all employees of School District in a manner that encourages quality in the educational process and fulfills established standards of professional conduct.

(d) Ethics - In the interest of maintaining public confidence in the honesty, impartiality, and integrity of the School District, Employee is prohibited from engaging in activities which may be construed as unethical or a conflict of interest and detract from the effective performance of their duties as set forth in Board Policies.

(e) Moral Turpitude - Employee is prohibited from engaging in conduct involving moral turpitude and the Board may void this contract if the Employee violates the provision prohibiting conduct involving moral turpitude.

(f) Confidentiality - Employee shall not disclose, either during or after employment, confidential information acquired during employment. Any exception to this provision must be mutually agreed upon in writing by School District and Employee.

(g) Tenure - As permitted in the Michigan Teachers' Tenure Act, tenure is not granted to Employee by virtue of this Agreement or otherwise by virtue of his/her employment by School District.

(h) Benefits - Employee shall be entitled to the value of all other benefits currently applicable to Employee's position, including but not limited to, vacation, medical benefits, and insurance protections as established by School District for the term of this Contract. Any changes by School District in the administration and/or mode of delivery of these benefits shall be made only after 60 calendar days' notice to the affected employees.

(i) Performance - Employee agrees that his or her performance will be subject to and evaluated in accordance with the School District's evaluation program.



Pontiac School District

(j) Termination of Contract – This Contract may be terminated, during the first 12 months of the employee's employment in the position of **Assistant Principal at ITA**, by the School District or by the employee for any reason, with or without cause. Thereafter, for an Employee whose employment is regulated by the provisions of the Michigan Teacher Tenure Act, MCL 38.71 through 38.191, inclusive, the School District may terminate this agreement for any reason that is not arbitrary or capricious as provided in the Act; for an Employee whose employment is not regulated by the Michigan Teacher Tenure Act, the School District may terminate this Contract for just cause. Just cause, as used in this subparagraph, includes, but is not limited to: layoff or reduction in force for economic reasons; the cancellation, curtailment or exhaustion of any resources used to fund or support the employee's position or activities, in whole or in part; material breach of one or more terms of this Contract; serious or repeated acts or omissions involving misconduct, insubordination, incompetence; and acts or omissions involving moral turpitude.

(k) Transfer and Reassignment - Employee acknowledges that during the term of this Contract, Employee is subject to transfer and/or reassignment by School District, at its discretion and upon written notice. Should Employee be transferred to some other position, Employee shall thereafter be compensated at the annual salary rate, prorated, applicable to the position to which Employee was transferred. However, should the compensation associated with the position to which Employee is transferred be less than that set forth within this Agreement, Employee shall receive said greater amount throughout the remainder of this Agreement.

(l) Renewal – If written notice of non-renewal of this contract is not given to the Employee at least sixty (60) calendar days before the termination date of the contract, then the contract and all applicable language as board approved for the ensuing fiscal year is renewed for an additional one-year period, unless in direct conflict with subparagraph (j) above. The School District shall not issue a notice of non-renewal under this section unless the Employee has been provided with not less than thirty (30) calendar days advance notice, together with a written statement of the reasons, that the School District is considering the non-renewal. After the issuance of advance notice and the statement of reasons, but before the non-renewal is issued, the Employee shall be given the opportunity to meet with not less than a majority of the Board of the School District to discuss the reasons stated in the written statement. Such meeting shall be public or private at the option of Employee.

(m) Enforcement - Any provision of this contract found to be contrary to the law or unenforceable shall not affect the enforceability of all of the remaining provisions of this agreement.

(n) Waiver of Breach – The Board and the District will not waive any breach of any provision of this Agreement except in writing. Such a waiver will not waive future breaches.

(o) Non-Work Days – The Employee shall receive 35 non-work days annually, including legal Holidays. This non-work period, if unused in any particular year, shall be cumulative or available for use during the next succeeding school (fiscal) year but shall thereafter lapse if not utilized prior to June 30 of each succeeding year. Such days shall be scheduled at the employee's discretion subject to approval by the employee's supervisor.

For Employee's annual services, Employee shall be paid salary, subject to subparagraph (k) above, during this Contract payable in equal periodic installments consistent with the School District's policies and procedures. The base salary for the 2017-2018 school fiscal year, 7/01/2017 through 6/30/2018 shall be at the annual rate of **\$69,994.00** for the position of **Assistant Principal at ITA**. The School District, in its sole discretion, may increase the rate of pay to the Employee at any time during the term of this Agreement. Should such an increase be awarded, it shall not be retroactive unless the Superintendent expressly states, in writing, that a salary increase will be retroactive. The salary to be paid an Employee working less than a full year shall be that pro rata portion of the full school year that this Contract is in effect and Employee actually renders services.

The School District may impose furlough days for which the Employee will receive no compensation, and/or the School District may reduce the Employee's compensation and/or fringe benefits in the event the School District's Board of Education determines that the School District's financial condition warrants the imposition of furlough days and/or a reduction in salary or benefits.



Pontiac School District

If the position covered by this contract is subject to Section 1250 of the Revised School Code, then the School District shall also establish criteria for job performance and job accomplishments as a significant factor in determining compensation, which shall be related to reimbursement for professional development activities in a manner similar to that established for the professional instructional staff.

School District shall be authorized to make such payroll deductions as shall be required by law or authorized by Employee.

This Contract is subject to all appropriate Federal and State statutes, rules and regulations. This Contract shall supersede and control over any other Contract of employment executed between Employee and School District.

The foregoing Contract constitutes the complete understanding, duties, rights, and agreements of the parties relative to employment of Employee. Employee acknowledges that no other promises or agreements, written or oral, relative to his/her employment and/or continuation of employment exist. Employee acknowledges and agrees that Employee's expectations in relation to possible renewal, non-renewal and termination of this Contract, and all other aspects of the employment relationship, are exclusively controlled and determined by the provisions of this Contract and that no person other than the Board of Education for the School District, acting through a majority vote, has any authority whatsoever to add to, expand upon, restrict or in any manner modify said expectations and provisions.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the date and year above written.

SCHOOL DISTRICT OF THE CITY OF PONTIAC

BY: _____
Superintendent Date

Employee's Signature Date



Phase 1	Virtual Screening Questions Interview
Phase 1	Technical Interview Questions Interview
Phase 2	Performance Task Interview
Phase 2	(BEI) Behavior Event Interview
Phase 3	Fit To School Interview

Phase 1 – Virtual Screening

- The interview team has (4) questions that are asked of the candidate.
- Notes are taken while the candidate is talking.

Phase 1 – Technical Interview

- The interview team has (5) questions that are asked of the candidate.
- Notes are taken while the candidate is talking.

**The candidate is allowed to ask follow up questions at the end of the interview.

**The interview team scores the candidate’s responses with a separate rubric and makes a decision if the candidate is invited to return for Phase 2 of the interview process.

Phase 2 – Performance Task (School Inclusion for special education and English language learners)

- The candidate is invited back with to perform a planned performance task that has been given to them in advance.
- The candidate will have 15 – 20 minutes to explain their task to the interview team with a presentation.

Phase 2 – (BEI) Behavior Event Interview

Critical Competency: Team Leadership

Principal Profile Competencies	Interview Prompt
<ul style="list-style-type: none"> • the talent to foster collective responsibility and ownership for greater student achievement • the aptitude to sustain an effective system of shared leadership and responsibility throughout the school • the talent to build a professional environment that is one of mutual respect, teamwork, and accountability 	<ul style="list-style-type: none"> • Think about a time when you led a group or team of people to accomplish work that was satisfying to you. Tell us that story.

**The interview team scores the candidate’s responses with a separate rubric and makes a decision if the candidate is invited to return for Phase 2 of the interview process.



Phase3 – Fit To School

- In hiring the building principal, the one hour “Fit to School” interview is scheduled. During this process the candidate will visit the school location where they will have a tour of the school, with either the current building principal or the Assistant Superintendent, colleagues, other staff and students.
- This process is to assure that the candidate is a good fit for the school as well as giving the candidate the opportunity to ask more questions and determine if they feel they would be a good fit for the school.

**At the end of this process the Assistant Superintendent or current building principal will give feedback rather the candidate would be a good fit for the school building and if the candidate understands the Blueprint for Turnaround process completely.