

Job Posting: Secondary Principal & Athletic Director
Central Lake Public Schools
Central Lake, MI

Position: Secondary Principal & Athletic Director

Location: Central Lake, Michigan

Application Deadline: May 5, 2025

Start Date: August, 2025

About Central Lake Public Schools:

Central Lake Public Schools is a vibrant, student-centered community committed to fostering an environment of academic excellence, innovation, and inclusivity. We seek an experienced and dynamic educational leader to serve as our **Secondary Principal & Athletic Director**. This role is pivotal in driving the continued success of our school community by promoting student achievement, enhancing staff and student morale, and building a positive school culture.

Position Overview:

The **Secondary Principal & Athletic Director** will oversee the academic and athletic programs at Central Lake Middle/High School. This leader will collaborate with staff, students, parents, and the community to ensure a high-quality educational experience that promotes achievement, personal growth, and leadership. The ideal candidate will have a strong background in educational leadership, a proven track record in raising student achievement, and experience in athletics, including coaching and sports program administration.

Key Responsibilities:

As Secondary Principal:

- Lead and manage the day-to-day operations of the secondary school, ensuring alignment with district goals and state requirements.

- Foster a positive, inclusive school culture emphasizing safety, respect, responsibility, and academic excellence.
- Work collaboratively with teachers, staff, and administrators to develop and implement strategies that increase student achievement.
- Create and maintain a school-wide plan for continuous improvement, focusing on improving staff and student morale.
- Develop and oversee the master schedule, ensuring the effective allocation of resources to support student learning.
- Provide leadership in curriculum development, instructional practices, and staff professional development.
- Communicate regularly and effectively with staff, students, parents, and the community regarding school goals, initiatives, and progress.
- Ensure adherence to all State of Michigan guidelines and policies related to secondary education.

As Athletic Director:

- Oversee the management of the district's athletic programs, ensuring alignment with school and district goals.
- Foster a sportsmanship, integrity, and academic achievement culture within the athletic programs.
- Work closely with coaches, staff, and the community to maintain and enhance student athletic opportunities.
- Provide leadership and guidance to the athletic coaching staff, including recruitment, training, and professional development.
- Coordinate schedules, budgets, and resources for all athletic events and programs.
- Serve as the primary liaison between the school, district, and the Michigan High School Athletic Association (MHSAA).

- Ensure the athletic programs reflect the district's commitment to equity and inclusion.
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Required Qualifications:

- Valid Michigan administrator certification (or ability to attain).
- Proven track record of successful leadership in secondary education.
- Experience with curriculum development, instructional practices, and increasing student achievement.
- Strong organizational skills with experience in developing and managing master schedules.
- Excellent communication skills with the ability to engage and build positive relationships with staff, students, parents, and community members.
- A demonstrated commitment to building a positive school culture and improving staff and student morale.
- Experience in athletics, including coaching, program development, and management.

Preferred Qualifications:

- Experience in leading both educational and athletic programs at the secondary level.
 - Coaching experience in one or more sports at the high school level.
 - Background in strategic planning and program innovation.
 - Familiarity with current trends and best practices in secondary education and athletics.
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Salary & Benefits: Central Lake Public Schools offers a competitive and comprehensive benefits package, including health, dental, and vision insurance, paid time off, and retirement benefits. The salary will be commensurate with qualifications and experience.

Non-Discrimination Policy:

Central Lake Public Schools is an equal opportunity employer and does not discriminate based on race, color, religion, national origin, sex, disability, age, sexual orientation, or any other characteristic protected by law in its programs and activities. We encourage applications from individuals of diverse backgrounds and experiences.

Application Instructions:

Interested candidates should submit the following documents to:

Dr. Ryan L. Cunningham, Superintendent
8169 W. State St.
Central Lake, MI 49622

- A cover letter addressing the qualifications and responsibilities outlined above.
- A current resume.
- Copy of valid Michigan administrator certification.
- Letters of recommendation.
- Any additional relevant documentation (e.g., coaching certifications, professional development records, and a sixty (60) day entry plan).

Please contact Dr. Ryan L. Cunningham, Superintendent (rcunningham@centrallake.org), with questions or more information.

We look forward to reviewing your application and welcoming you to the Central Lake Public Schools family!

Central Lake Public Schools is committed to providing a diverse, inclusive, and supportive environment for all employees and students.

About the Central Lake Community:

Central Lake is a charming, small-town community known for its friendly atmosphere, natural beauty, and strong sense of togetherness in the heart of Michigan's beautiful Antrim County. This vibrant community offers a peaceful and family-friendly environment while being close to the amenities and attractions of larger cities.

Natural Beauty and Outdoor Recreation:

Central Lake is surrounded by some of Michigan's most stunning landscapes. Residents and visitors enjoy abundant outdoor activities, including hiking, fishing, boating, and camping. The area has several pristine lakes, including Intermediate Lake and Torch Lake.

The community also enjoys easy access to state parks, forests, and nature preserves, making it an ideal location for those who appreciate the great outdoors. Central Lake provides year-round recreation opportunities, whether winter sports like cross-country skiing and snowmobiling or summer activities like kayaking and hiking.

Small-Town Charm with Big City Access:

While Central Lake offers the peace of rural life, it's also conveniently located within driving distance of larger cities such as Charlevoix, Traverse City, and Petoskey. These cities offer a range of cultural, dining, shopping, and entertainment options just a short drive away, allowing residents to enjoy the best of both worlds.

Education and Community Spirit:

Central Lake is home to a tight-knit, welcoming community with a strong emphasis on education. Central Lake Public Schools are at the heart of the town and are committed to providing students with a high-quality education in a supportive environment. The school district works closely with families to promote student success and community involvement.

In addition to excellent schools, the town is known for its active local organizations and community events. Residents gather for various celebrations, including local farmers' markets and seasonal festivals. The community has a rich history, and there is always something happening in this dynamic and inclusive town.

A Thriving Arts and Culture Scene:

Central Lake's arts and culture scene is vibrant, with local galleries, artists, and musicians contributing to the area's unique cultural identity. The surrounding region offers art festivals, theater performances, and regional concerts, making it an excellent place for creative minds to thrive.

Local Amenities and Services:

The town and surrounding area have essential services and amenities, including a grocery store, restaurants, shops, and healthcare options. Residents appreciate the convenience of having everything they need right within reach, from casual dining spots to outdoor markets, local bakeries, and cozy cafes. Whether you're looking to relax with friends or explore the quaint downtown, Central Lake offers a variety of welcoming spots to enjoy.

A Place to Call Home:

Central Lake offers a unique environment where families, retirees, and young professionals can put down roots and thrive. With a strong sense of community, access to stunning natural landscapes, and various recreational opportunities, it's no wonder that many people are proud to call Central Lake home.

