



Holton Public Schools Notice of Intent to Employ

Posting Date

September 2, 2025

Position

Interim School Administrator (Temporary Full-Time Position)

Qualifications

Master's degree in Educational Leadership, Administration, or a related field. Previous experience in a school leadership role (e.g., Assistant Principal, Dean of Students, or Principal). Valid state-issued administrative license or certificate. Proven ability to lead and inspire a diverse group of educators and students. Excellent communication, problem-solving, and organizational skills.

Reports To

Superintendent

Essential Functions

- Manage all aspects of daily school operations, including student discipline, attendance, and safety.
- Supervise and support faculty and staff, conducting performance evaluations and promoting professional growth.
- Work collaboratively with teachers to develop and implement effective instructional strategies.
- Communicate regularly with students, parents, and community stakeholders to maintain a transparent and inclusive environment.
- Oversee the school's budget and resources.
- Ensure the school's compliance with all local, state, and federal regulations.
- Act as a liaison between the school and the central administration.

Competencies

- Strong desire and ability to achieve outstanding student achievement results in a short amount of time.
- Ability to collaboratively create and execute clear, logical instructional plans that produce strong results in student learning.
- Aptitude to discuss subject specific content instruction and the drive to try out new ideas to improve student learning.
- Ability to seek out knowledgeable peers, coaches or administrators for instructional support in the never ending quest to deliver the vision of high quality subject-specific instruction in every class period every day.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information, or any other legally protected characteristic, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. If you feel you have been discriminated against, please contact:

Office of the Superintendent • 6500 Fourth St. • Holton, MI • 49425 • Phone: (231) 821-1700 • Fax: (231) 821-1724

- Ability to help create and thrive in a professional environment that is one of mutual respect, teamwork, and accountability.
- Achieve results by taking risks and reflecting and acting on lessons learned.

Starting Date

September 15, 2025

Salary

The compensation for this position is an hourly rate based on experience and qualifications. This is a temporary, full-time position.

Application Deadline

Wednesday, September 10, 2025 at 4:30 PM

Application Instructions

Please provide a letter of interest, current resume, copies of transcripts and teaching credentials, and letters of reference to:

Dr. Adam Bayne, Superintendent
Holton Public Schools
6500 4th Street
Holton, MI 49425

Approved by Dr. Adam Bayne, Superintendent on September 2, 2025.