

## BIG JACKSON PUBLIC SCHOOLS

The Board of Education of Big Jackson Public Schools is seeking applicants for the position of Superintendent. This is an outstanding opportunity to serve a small, rural community striving to keep traditions, culture, and history alive.

Big Jackson is one of the 17 smallest districts in Michigan and its annual K-5 enrollment for the past few years has hovered around 20 students. It is a one-room school district located in Newaygo County, north of Baldwin and west of Big Rapids, and is a constituent district of the Newaygo County Regional Educational Service Agency. Big Jackson was founded in 1894 and in many ways has remained unchanged since. The district offers a unique education where students thrive given the favorable staff to student ratio, and values and civic expectations are a significant part of the learning experience.

Big Jackson is an out-of-formula district with a healthy fund balance however the district is facing some significant challenges. Among those challenges, the buildings are currently not suitable for occupancy so consequently many students are currently attending another local district and others are receiving instruction online. The primary goal of the Board of Education is for the district to become fully operational and offering in-person instruction at the beginning of the 2025-2026 school year.

Another major challenge; the district does not currently have a process in place to manage the budget or process payroll. Current administration is working to engage an outside party to perform financial duties.

This is a tremendous opportunity for the right person to use their professional expertise and creativity to build a school district from the ground up.

### **Key Responsibilities of the work during the 2024-2025 school year:**

- Budget and fiscal management
- Creating a facility plan by engaging the Board of Education with architects and construction management personnel
- State and federal reporting
- General operations
- Monitoring online instruction
- Human resources management and developing a staffing plan
- Communicating with the Board of Education meetings, attending meetings, creating Board agendas
- Planning the transition to the 2025-2026 school year

## Profile of the Ideal Candidate

### Required:

- Master's Degree in Educational Administration or related field
- Michigan Administrative Certificate or ability to obtain
- Well-versed in financial matters

### Preferred:

- Administrative experience
- Significant experience as a classroom teacher or other professional work in a school setting
- Experience in bond work and construction

### Professional Traits:

- Kids first
- Detail oriented
- Problem solver
- Excellent communication skills
- Knowledgeable in curriculum, instruction, and assessment
- Relational
- Approachable

**NOTE: This is an outstanding opportunity for a sitting superintendent and his/her district personnel to bring leadership and finance expertise to Big Jackson.**

### Compensation

The Board of Education will offer an attractive compensation package commensurate with experience.

### Term

One-year contract

### Deadline

Until filled

Interested persons should direct questions to Mark Dobias, Executive Search Consultant, Michigan Association of School Boards by emailing [mrdobias@gmail.com](mailto:mrdobias@gmail.com) or calling 269.532.0543.



**Big Jackson Public Schools**

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