

COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

OAK PARK SCHOOL DISTRICT BOARD OF EDUCATION

AND THE

ASSOCIATION OF OAK PARK SCHOOL ADMINISTRATORS

NOVEMBER 14, 2022 – JUNE 30, 2025



Oak Park
Schools

TABLE OF CONTENTS

Article 1	Recognition.....	3
Article 2	Education Standards	4
Article 3	District Responsibilities	5
Article 4	Administrator Rights and Responsibilities	6
Article 5	Personal Leave Day	8
Article 6	Leaves of Absences	11
Article 7	Paid Holidays & Vacations.....	14
Article 8	Compensation.....	15
Article 9	Employee Benefits.....	16
Article 10	Retirement.....	17
Article 11	Non-Renewal of Agreement.....	18
Article 12	Administrative Calendar.....	19
Article 13	Salary Schedule.....	20
Appendix A	General Responsibilities and Duties	21

ARTICLE 1

RECOGNITION

This Agreement, effective on July 1, 2022, is between the Oak Park School District Board of Education, hereinafter referred to as the "District" or the "Board," and the Association of Oak Park School Administrators, hereinafter referred to as the "Association." This Agreement is subject to all appropriate federal and state statutes, rules and regulations.

The District recognizes that the Association represents and bargains for every Association member in the District. It is also recognized by the Association and the District that the objectives of the Association are to:

- support and further the interest of education and educators;
- promote the professional growth of its members; and
- negotiate with the District on salaries, hours, and other terms of employment.

This Agreement includes the following positions that are direct hires to the District and those who choose to be part of the Association:

- Principal
- Assistant Principal

The following Agreement constitutes the complete understandings, duties, rights and agreements of the parties relative to employment of the Association member. The Association acknowledges that no other promises or agreements, written or oral, relative to employment and/or continuation of employment exist. The Association acknowledges and agrees that expectations in relation to possible renewal or non-renewal of this Agreement, and all other aspects of the employment relationship are exclusively controlled and determined by the provisions of this Agreement, and that no person or persons other than the Board of Education for the District, acting through a majority vote, has any authority to add to, expand upon, restrict or in any manner modify the expectations and provisions set forth in this Agreement. This Agreement revokes and otherwise supersedes any and all other previous contracts or agreements between the Association and the District.

ARTICLE 2

EDUCATION STANDARDS

All administrators and candidates for administrator positions shall meet certification requirements of the Michigan Department of Education. All school building administrators shall have a minimum of a master's degree or its equivalent. The required degree shall be from an accredited university with a major in administration or a field related to the assignment.

All administrators shall meet the requirements as set forth by the Oak Park School District and the Department of Human Resources.

ARTICLE 3

DISTRICT RESPONSIBILITIES

The District agrees that it shall defend and render all reasonable assistance to the Administrator from any and all demands, claims, suits, actions and legal proceedings of a civil or non-criminal nature, brought against the Administrator in the individual's capacity, or in the official capacity as agent and employee of the District, provided the incident arose while the Administrator was acting within the scope of employment, subject to any limitations imposed by law when requested in writing. The District shall not have any duty to defend or render all reasonable assistance to the Administrator, if the Administrator was acting contrary to Board policies, the law, District procedures or regulations. The District may, at the Board of Education's option, provide a policy of insurance to meet this obligation. In such event the parties agree that the coverage provided shall be in full satisfaction of the District's obligation to the Administrator as defined above. It is further agreed that this obligation is that of the District and not that of the individual members of the Board of Education.

ARTICLE 4

ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

A. ADMINISTRATOR RIGHTS

1. **Use of Facilities:**

The Association shall have the right to use building facilities at reasonable times and hours for Association meetings provided this shall not interfere with or interrupt normal school procedures. When special custodial service is required, the Board will charge the Association for the actual charge involved.

2. **Provision for Information:**

The Board agrees to provide online access of all financial and non- confidential personnel information relative to the District; excluding, however, any and all financial information or data which may be held not accessible to administrative bargaining units by any statute, state administrative or judicial body.

3. **Personnel Files:**

- a. An Administrator's official personnel file shall be maintained in accordance with the Department of Human Resources record retention procedures.
- b. An Administrator shall have access to his/her personnel file at a mutually agreed-upon time.
- c. Maintenance and inspection of personnel files shall be in accordance with the Bullard-Plawecki Employee Right to Know Act (397PA1978). Except for copies of materials routinely furnished Administrators that are placed in the personnel file (e.g., individual contract, leave requests), a copy of all material placed therein will be furnished to the Administrator. The Administrator shall initial the material to acknowledge receipt of the copy.

B. ADMINISTRATOR RESPONSIBILITIES

The employment of the Administrator includes the following provisions:

1. **Employment and Duties:**

The Administrator agrees to perform the duties prescribed for his/her assigned position as outlined in APPENDIX A.

2. **Certification:**

If required and applicable, the Administrator shall obtain and maintain a valid State of Michigan administrative certification. The responsibility of obtaining, retaining or maintaining the necessary State of Michigan administrative certification rests exclusively with the Administrator. Administrator shall be responsible for completing any continuing education credit required by the Michigan Department of Education. Proof of a valid certification must be submitted to the Department of Human Resources before the expiration date. Administrators who do not maintain a valid certification will be removed from their position immediately.

3. **Qualifications:**

The Administrator must provide valid documentation to the District that he/she possesses and fulfills the qualification requirements established by the District for the position to which he/she is newly assigned or hired.

4. **Professional Conduct:**

The Administrator is the leader of the building or department. They are a role model for the staff, students, learning community and City of Oak Park. As an Administrator of the OPSD, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct and comply with the Michigan Code of Educational Ethics and applicable Board policies, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights of others, but also demands that both in their business and personal life, Administrators refrain from any behavior that might be harmful to them, their co-workers, or the District. Whether behavior is during or outside of work hours, employee conduct reflects on the District and the highest standards of professionalism are encouraged at all times.

ARTICLE 5

PERSONAL LEAVE DAY POLICY

A. **Definition and Proper Use of Personal Leave Days**

1. Leave Days are a benefit provided to the Administrator and should be used professionally and during a time of need.
 - a. Proper use of Personal Leave Days may include, but are not limited to, personal illness, temporary physical disability of an Administrator, illness in the immediate family, or temporary physical disability of an immediate family member.
 - b. Personal Leave Days may also be needed for personal business. Personal business may be needed for personal or private business such as a major life event (birth, marriage, graduation out of state, closing on a house, etc.). Personal business is for a reason beyond the control of the individual, and is needed for a legitimate activity that can be accomplished only during school hours. Prearranged Personal Business Days shall not be taken in the first or last week of the school year or within one (1) day before or after a break/recess period. Administrator planning to use a personal business day(s) shall notify their immediate supervisor at least one (1) day in advance, except in cases of emergency.
 - c. Personal Leave Days are not to be used for vacation.
2. Immediate family of the Administrator shall be defined as: spouse, parents, child(ren), siblings, grandparents, grandchildren, and step-relatives of both the Administrator and the Administrator's spouse as well as others approved by the Superintendent or his/her designee.
3. In addition to the above leave days, an Administrator shall be allowed up to three (3) days for any death in the immediate family as well as other family members approved by the Superintendent or his/her designee.

In extenuating circumstances, additional days may be granted.

4. Days for major Religious Holidays shall be granted upon submission of a written request by the Administrator with at least two (2) days in advance to his/her immediate supervisor. Days used for major Religious Holidays will not be deducted from an Administrator's Leave bank.

B. Twelve (12) leave days per year, front-loaded. If a new hire's start date is after July 1st, the allowance will be pro-rated based upon FTE and effective date. Unused days are permitted to be carried over from year-to-year, up to a maximum of 90 days

1. If an Administrator leaves the employment of the District, or serves in an unpaid capacity for one semester or more, that Administrator's annual Leave allowance shall be prorated accordingly.

2. In the case of resignation of an Administrator, the excess use of sick leave and personal business days will be pro-rated and the remainder of the salary reduced by this pro-ration.
3. This bank is in lieu of short-term disability insurance and is intended to be used in extenuating circumstances. Leave days that exceed 10 days in a school year may require documentation to the Department of Human Resources.

C. Worker's Compensation

The Board may pay Worker's Disability Compensation Act (WDCA) benefits to employees eligible to receive benefits under the WDCA. To the extent permitted by the WDCA, such WDCA benefits will be reduced by any short-term disability insurance or long-term disability insurance benefits paid to the employee concurrently with the WDCA benefits.

D. Legal Proceedings

1. Jury Duty:

- a) An Administrator who is called for jury duty during the normal workday shall be compensated for the difference between his/her daily rate and the pay received for the performance of this civic obligation.
- b) Upon receipt of compensation from the court, an Administrator shall refund the District the compensation received or provide documentation by submitting the amount received to be deducted from the following pay period.
- c) The day(s) of absence shall not be deducted from the Administrator's sick leave allowance.

2. Employment Related:

- a) An Administrator who is called to testify before any judicial or administrative tribunal and/or arbitrator, mediation or fact finding proceeding(s) during the normal work day, shall be compensated for the difference between his/her daily administrator rate and pay received for the performance of the obligation.
- b) The day(s) of absence shall not be deducted from the Administrator's sick leave allowance.

E. Notification of an absence shall be made in a manner determined by the District.

F. An Administrator absent ten (10) or more consecutive work days because of illness, injury or physical disability shall, on his/her return and before resuming his/her duties, provide the Department of Human Resources with a statement signed by a physician indicating the nature of the illness, injury or physical disability and a certification of fitness for the Administrator to resume his/her normal duties.

1. If, for any reason, the District requests an Administrator to have an additional examination by a physician of its choice, such an examination shall be at the expense of the District.

G. An Administrator, who had previously arranged a paid absence, shall not be charged for the day if school has been canceled.

H. For purposes of the use of the Administrator's accumulated sick leave allowance, pregnancy, including childbearing; recovering from childbearing; miscarriage; or abortion; and/or the legal adoption of a child(ren) will be treated the same as any other temporary disability.

I. Requests for unpaid leaves that do not fall under professional use and during time of need as outlined in the Absence Policy will not be granted.

ARTICLE 6

LEAVES OF ABSENCE

A. An Administrator may, on written request, be granted a leave of absence by the Board of Education.

B. **Leaves of Absence Without Pay**

1. An Administrator shall, on written request, be allowed a leave of absence without pay, for good and sufficient reason for the following:

a. **Illness/Health/Medical Leave**

(1) Health Leaves without pay or fringe benefits, when recommended by a physician, shall be granted for a period of up to one (1) year. At the end of such leave, the Administrator must either return or request an extension as set forth in Section C, below.

(a) Notice of intention to return to duty after a Health Leave shall be accompanied by a written statement from a physician in the same area of specialty as the physician who recommended the leave, addressing the illness which was the basis for the leave and certifying the fitness of the Administrator to return to his/her duties. Written notification shall be submitted to the Department of Human Resources by March 15, of the year the leave of absence expires, of their intention to return.

(b) The District reserves the right to have the Administrator examined by a physician of its choice, and at its expense, in the same area of specialty as the physician who recommended the Administrator be placed on the Health Leave.

(2) Long-Term Disability Leaves. An Administrator who is receiving long term disability benefits, approved by the insurance carrier, shall be granted a leave of absence for a period not to exceed one (1) year, subject to renewal at the discretion of the Board.

Continuation of health insurance premiums for Administrators receiving long term disability benefits will be as provided in Article 9, Section D of this Agreement.

b. **Family and Medical Leave Act**

(1) Pursuant to the Family and Medical Leave Act as amended, eligible employees are provided with up to 12 weeks of unpaid, job-protected leave in each rolling 12-month period. Eligible employees are those who have worked at least 12 months and have accumulated at least 1,250 hours during the preceding 12 months.

- (2) The Board of Education will continue to contribute its portion of premium payments for health care benefits (as specified in Article 9 of this Agreement) up to twelve (12) weeks for an employee who has been granted a leave pursuant to the Federal Family and Medical Leave Act. If the Administrator voluntarily terminates employment, the Board shall have the right to recover all premium payments made during the unpaid leave interval. These amounts may permissibly be deducted from any wage or other payments due the employee, with any deficiency to be remitted by the employee to the Board within ninety (90) days of demand.
- (3) The employee shall first use eligible accrued paid leave pursuant to the terms of Article 5. The remainder of any leave time will be unpaid.
- (4) Upon request, the Administrator shall present a clearance certificate signed by a physician prior to returning to work. The Superintendent shall also have the right to have the Administrator examined by a physician of the District's selection at District expense.
- (5) FMLA is calculated a rolling 12 month period measured backwards.

c. Military Leave

Any Administrator who may enlist, be drafted or be recalled into active duty of any branch of the United States Armed Forces, shall make application, in writing, for a Military Leave.

- (1) All aspects of a Military Leave and return will be governed by applicable provisions of State and Federal laws in effect at the time in question.

d. Personal Leave

Upon a written request by March 15, an Administrator who has been employed for at least five (5) consecutive years in the District, may request a Personal Leave, without pay or benefits for up to one (1) year provided the request is approved by the Board of Education

C. Extension of Leave of Absence Without Pay

A leave of absence without pay may be extended for a maximum of one (1) additional year beyond the original request. The request shall be in writing by March 15 for the beginning of the subsequent year.

D. Return from Leave of Absence Without Pay

Administrators on leave who wish to resume employment with the District at the beginning of the school year, or at the beginning of the second semester, shall, notify the Superintendent, or his/her designee, not later than March 15 for the beginning of the school year or not later than November 1 for the beginning of the second semester, of his/her plans to return to work.

1. Upon return from a leave of absence without pay, the Administrator shall receive the same salary for which he/she was eligible when he/she left for the leave unless there was a reduction to the position while on leave.
2. If an Administrator on a leave does not return, the Board shall interpret this as a resignation.

E. Work While on Leave

While on an unpaid leave of absence, an Administrator shall not enter into a contract for similar employment.

ARTICLE 7

PAID HOLIDAYS/VACATION

- A. An Administrator who works 215 days per contract year will be granted twenty- eight (28) paid holidays and fifteen (15) paid non-work days per contract year. The paid non-work days will be taken the last three (3) weeks of July.

Paid Holidays Days Include:

- July 4 (1 day)
- Labor Day (1 day)
- Thanksgiving (3 days)
- Winter Break (10 days)
- MLK Day (1 day)
- Mid-winter Break (5 days; pending future calendars)
- Spring Break (5 days)
- Juneteenth (1 day)
- Memorial Day (1 day)

ARTICLE 8

COMPENSATION

A. **Longevity:**

If an Administrator has reached or will reach his/her 10th, 15th or 20th year as an Administrator in the Oak Park School District by September 1, he/she will receive the following longevity amounts beginning with the start of that fiscal year:

10 years - \$1,000 15 years - \$1,500 20+ years - \$2,000

B. **Mileage Allowance:**

Mileage will be reimbursed using the IRS current approved mileage rate. Effective July 1, 2021.

C. **Advanced Training Allowance:** MA + 30 or Ed. Spec \$2,000 Doctorate \$2,750

*Advanced Training Allowances are paid over 26 pay periods.

D. **Professional Dues:**

As an incentive for educational growth, the Oak Park School District will pay, up to three local, state or national professional membership dues to organizations for each Administrator. Additional memberships or fees may be added based on Superintendent approval.

E. **Conferences:**

The Board of Education recognizes the importance of state and national conferences and school visitations and agrees to pay expenses incurred while attending conferences and visitations, subject to prior approval by the Administrator's immediate supervisor and the Superintendent of Schools.

ARTICLE 9

EMPLOYMENT BENEFITS

A. **Insurance Benefits:**

The Administrator shall be provided with medical, dental and vision insurance which shall include an employee contribution towards premiums in accordance with PA 152. The Board will pay the insurance premiums for twelve (12) months. If an Administrator terminates his/her employment during the school year, the Board will not be obligated to provide insurance coverage beyond the date of the Administrator's termination of employment.

Effective January 1, 2023, the Board will pay on behalf of each eligible employee who elects coverage the lesser of the amount of the annual premium or the 2023 statutory hard cap amounts under MCL 15.563; \$7,399.47 annually (or \$616.62 per month) for employees with single person coverage, \$15,474.60 annually (or \$1,277.58 per month) for employees with two-person coverage, or \$20,180.14 annually (or \$1,600.89 per month) for employees with family coverage. Eligible employees will pay any premium contributions through payroll deductions pursuant to a Section 125 Plan adopted and administered by the District. Consistent with PA 152 of 2011, the "monthly cost" of health insurance shall include fees, assessments, commissions, and taxes which come from the insurance carrier, company agent, Health Insurance Claims Act, or the PPACA, or other costs required to be accounted for under PA 152. Effective January 1, 2024, the Board will comply with the PA 152 hard caps announced by the Michigan Department of Treasury.

The Administrator may decline medical insurance in exchange for a \$400 cash payment per month. Employees hired after January 1, 2021 will not receive this payment if they have a spouse in the school district who receives district-provided medical insurance.

ARTICLE 10

RETIREMENT

- A. A retiring Administrator with 10 years, 15 years or 20 or more years of actual administrative service to the Oak Park Schools, and who is eligible for retirement benefits according to the rules of MPSERS, will receive the following based upon actual administrator years of service to Oak Park Schools.
1. 10-14.9 years of service to Oak Park Schools – \$20,000
 2. 15-19.9 years of service to Oak Park Schools – \$22,500
 3. 20 or more years of service to Oak Park Schools – \$25,000
- B. Eligibility for the 10, 15, or 20+ year severance payment will be premised upon receipt by the Department of Human Resources of a written resignation from the individual within ninety (90) calendar days and a confirmation in writing of eligibility to retire per the MPSERS and a retirement application. Payment of this severance shall be in a lump sum and deposited into a 403(b) account as directed by the Administrator.

ARTICLE 11

NON-RENEWAL OF AGREEMENT

The District shall abide by the provisions of the Michigan Revised School Code, MCL 380.1 *et seq.*, as amended, relative to the non-renewal of this Agreement and the Administrator shall be afforded all rights provided therein. The provisions of the Michigan Revised School Code, MCL 380.1 *et seq.*, as amended, shall provide the sole and exclusive standard and means by which the Administrator may contest the Board of Education's decision not to renew this Agreement.

ARTICLE 12

ADMINISTRATIVE CALENDAR

A. **Work Days:**

All Administrators covered under this Agreement shall be scheduled to work two hundred and fifteen (215) days unless otherwise needed for District emergencies or if a local crisis occurs.

B. **Additional Work Days:**

Salaries of Administrators who are required to work additional days shall be prorated for the actual time worked as approved by the Superintendent. The Administrator who works on a non-scheduled work day, that is not part of their regular administrative duties, with pre-approval by the Superintendent, will be paid per diem or have the option of a flex day if it does not impact students.

C. **Unscheduled Closings:**

If it is determined that a school or schools should be closed, administrators of those schools shall not be required to report to their job assignments and will not suffer any loss of pay for up to six (6) days as allotted by the State. Under critical circumstances, the Superintendent may call a meeting to inform, problem solve, develop and implement a plan where leadership is required.

D. **Absences:**

An Administrator finding it necessary to be absent from assigned duties for a day must report the absence on the automated reporting system and to his/her immediate supervisor and to his/her assigned building prior to 7:00 a.m. on the day of the absence.

ARTICLE 13

SALARY SCHEDULE

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Lessenger Principal	\$95,000	\$97,000	\$99,000	\$101,000	\$103,000	\$105,000	\$107,000	\$109,000
Elementary Assistant Principal	\$90,309	\$92,116	\$93,958	\$95,837	\$97,754	\$99,709	\$101,703	\$103,737
Middle School Assistant Principal	\$96,212	\$98,136	\$100,098	\$102,100	\$104,142	\$106,225	\$108,350	\$110,517
NOVA Academy Principal	\$96,212	\$98,136	\$100,098	\$102,100	\$104,142	\$106,225	\$108,350	\$110,517
High School Assistant Principal	\$98,015	\$99,976	\$101,975	\$104,015	\$106,095	\$108,217	\$110,381	\$112,589
Elementary School Principal	\$98,162	\$100,126	\$102,128	\$104,171	\$106,254	\$108,379	\$110,547	\$112,758
Middle School Principal	\$103,669	\$105,742	\$107,857	\$110,014	\$112,214	\$114,459	\$116,748	\$119,083
High School Principal	\$110,495	\$112,705	\$114,959	\$117,258	\$119,603	\$121,995	\$124,435	\$126,924

A performance stipend ranging from .5% - 2.5% per employee based upon evaluations, retentions and AYP will be put in place for the contract year 2022-23 and will be payable in a lump sum off schedule.

Additional duties will be compensated at a rate ranging from 1% - 3%.

Administrator who reaches max step will receive an annual off schedule stipend of \$1,000.00 at the end of the academic year.

APPENDIX A

Elementary Leadership General Responsibilities and Duties

- Maintain Michigan Administrator Certificate or be eligible to meet Michigan Administrator Certification Requirements; Elementary and/or Secondary Teaching Certificate strongly encouraged.
- Keep informed of current practices and techniques relating to school programs, teaching and administration by attending meetings and professional development conferences, and reading professional materials.
- Maintain a positive school culture, including distributive leadership, collaboration, fairness and accountability.
- Demonstrate excellent depth of knowledge of elementary pedagogy.
- Assume responsibility for management and instructional leadership of the school.
- Demonstrate knowledge of Board Policy, Collective Bargaining Agreements, Oak Park Schools Employee Handbook and District Procedures and Protocols.
- Develop, implement, and monitor Building Employee Handbook and Building Policies, Procedures and Protocols.
- Assume responsibility for developing and implementing the school improvement process consistent with the district expectations and MTSS framework, including knowledge of school data and programming to address behavior, student learning and attendance.
- Assume leadership for facilitating continuous program development with building consistent with the district mission statement, student profile, and core curriculum.
- Develop, advocate for, and enact a shared mission, vision, and core values of high-quality equitable, culturally responsive education.
- Act ethically and perform with integrity according to professional norms.
- Assume responsibility for a continuous program of staff development consistent with the building school improvement plan and district's strategic plan.
- Establish an effective communication system between home and school which includes the building school improvement plan, goals, programs and student progress.
- Provide a continuous program of supervision, observation and evaluation of all building staff consistent with the 5D+ Instructional Framework and state tenure law.
- Develop a school culture where the staff, students, and parents see themselves as a professional learning community dedicated to the success of all students.
- Maintain a budget for the building, allocating resources to achieve program goals.
- Manage school operations, supervision and overall presence in the halls, arrival/dismissal, lunch, events/activities and lunch, events/activities and plan for supervision when out of the building.
- Develop and support intellectually rigorous and coherent systems, including those that support curriculum, instruction, and assessment.

- Participate in staff selection and hiring processes for all employees assigned to the building, completing interviews, recommendations for hire and conducting necessary onboarding.
- Maintain direct and open communication with the district's central office staff, keeping the Superintendent, and other administrators as appropriate informed as to the conditions of the school, its programs and activities.
- Maintain all Special Education and 504 Plan compliance.
- Leadership on district-level committee work and/or responsibilities.
- Supervision of before school, evening and weekend events.
- Ensure that the overall supervision and leadership of the school produce a safe, productive learning environment.
- Develop systems, monitor and supervise building aesthetics, cleanliness, organization, and work orders for repairs.
- Develop and support a high degree of student morale through curricular and extracurricular activities and services and encourage the participation of all members of the teaching staff in the extracurricular program.
- Coordinate with elementary principals to develop building master scheduling, non-load bearing staff schedules, and staffing recommendations.
- Other duties assigned by the Superintendent.

OPPA Leadership General Responsibilities and Duties

- Maintain Michigan Administrator Certificate or be eligible to meet Michigan Administrator Certification Requirements; Current Elementary and/or Secondary Teaching Certificate strongly encouraged.
- Keep informed of current practices and techniques relating to school programs, teaching and administration by attending meetings and professional development conferences, and reading professional materials.
- Maintain a positive school culture, including distributive leadership, collaboration, fairness and accountability.
- Assume responsibility for management and instructional leadership of the school.
- Demonstrate knowledge of Board Policy, Collective Bargaining Agreements, Oak Park District Employee Handbook and District Procedures and Protocols.
- Develop, implement, and monitor Building Employee Handbook and Building Policies, Procedures and Protocols.
- Assume responsibility for developing and implementing the school improvement process consistent with the district expectations and MTSS framework, including knowledge of school data and programming to address behavior, student learning and attendance.
- Assume leadership for facilitating continuous program development in the building consistent with the district mission statement, student profile, and core curriculum.
- Cultivate leadership in others by providing them with autonomy to make important decisions, problem-solve, oversee programs, and facilitate professional learning.

- Develop, advocate for, and enact a shared mission, vision, and core values of high-quality equitable, culturally responsive education.
- Act ethically and perform with integrity according to professional norms.
- Assume responsibility for a continuous program of staff development consistent with the building school improvement plan and district's strategic plan.
- Establish an effective communication system between home and school which includes the building school improvement plan, goals, programs and student progress.
- Provide a continuous program of supervision, observation and evaluation of all building staff consistent with the 5D+ Instructional Framework and state tenure law.
- Develop a school culture where the staff, students, and parents see themselves as a professional learning community dedicated to the success of all students.
- Maintain a budget for the building, allocating resources to achieve program goals.
- Ensure that there is a system of accounting for monies from student activities, student fees, gifts or other funds belonging to school or to any student group within the school.
- Manage school operations, supervision and overall presence in the halls, arrival/dismissal, lunch, and events/activities.
- Develop systems, monitor and supervise building aesthetics, cleanliness, organization, and work orders for repairs.
- Develop and support intellectually rigorous and coherent systems, including those that support curriculum, instruction, and assessment.
- Participate in staff selection and hiring processes for all employees assigned to the building, completing interviews, recommendations for hire and conducting necessary onboarding.
- Maintain direct and open communication with the district's central office staff, keeping the Superintendent, and other administrators as appropriate informed as to the conditions of the school, its programs and activities.
- Maintain all Special Education and 504 Plan compliance.
- Oversight of building master scheduling, non-load bearing staff schedules and staffing recommendations.
- Maintain a school supervision calendar for administrators & supervise evening and weekend events.
- Conduct and record all state mandated safety drills including fire, tornado, and lockdown and see that all personnel and students within the school are familiar with all procedures to be followed in case of an emergency.
- Coordination, Planning and Facilitation of 8th Grade Promotion Ceremony.
- Ensure that the overall supervision and leadership of the school includes a safe, productive learning environment.
- Develop and support a high degree of student morale through curricular and extracurricular activities and services and encourage the participation of all members of the teaching staff in the extracurricular program.

- Leadership on district-level committee work and/or responsibilities.
- Create a culture of the relentless pursuit of EXCELLENCE.
- Other duties assigned by the Superintendent.

OPHS Leadership General Responsibilities and Duties

- Maintain Michigan Administrator Certificate or be eligible to meet Michigan Administrator Certification Requirements; Current Elementary and/or Secondary Teaching Certificate strongly encouraged.
- Keep informed of current practices and techniques relating to school programs, teaching and administration by attending meetings and professional development conferences, and reading professional materials.
- Maintain a positive school culture, including distributive leadership, collaboration, fairness and accountability.
- Assume responsibility for management and instructional leadership of the school.
- Demonstrate knowledge of Board Policy, Collective Bargaining Agreements, Oak Park Schools Employee Handbook and District Procedures and Protocols.
- Develop, implement, and monitor Building Employee Handbook and Building Policies, Procedures and Protocols.
- Assume responsibility for developing and implementing the school improvement process consistent with the district expectations and MTSS framework, including knowledge of school data and programming to address behavior, student learning and attendance.
- Assume leadership for facilitating continuous program development in the building consistent with the district mission statement, student profile, and core curriculum.
- Cultivate leadership in others by providing them with autonomy to make important decisions, problem-solve, oversee programs, and facilitate professional learning.
- Develop, advocate for, and enact a shared mission, vision, and core values of high-quality equitable, culturally responsive education.
- Act ethically and perform with integrity according to professional norms.
- Assume responsibility for a continuous program of staff development consistent with the building school improvement plan and district's strategic plan.
- Establish an effective communication system between home and school which includes the building school improvement plan, goals, programs and student progress.
- Provide a continuous program of supervision, observation and evaluation of all building staff consistent with the 5D+ Instructional Framework and state tenure law.
- Develop a school culture where the staff, students, and parents see themselves as a professional learning community dedicated to the success of all students.
- Maintain a budget for the building, allocating resources to achieve program goals.
- Ensure that there is a system of accounting for monies from student activities, student fees, gifts or other funds belonging to school or to any student group within the school.

- Manage school operations, supervision and overall presence in the halls, arrival/dismissal, lunch, events/activities and plan for supervision when out of the building.
- Develop systems, monitor and supervise building aesthetics, cleanliness, organization, and work orders for repairs.
- Develop and support intellectually rigorous and coherent systems, including those that support curriculum, instruction, and assessment.
- Participate in staff selection and hiring processes for all employees assigned to the building, completing interviews, recommendations for hire and conducting necessary onboarding.
- Maintain direct and open communication with the district's central office staff, keeping the Superintendent, and other administrators as appropriate informed as to the conditions of the school, its programs and activities.
- Maintain all Special Education and 504 Plan compliance.
- Oversight of building master scheduling, non-load bearing staff schedules and staffing recommendations.
- Maintain a school supervision calendar for administrators and athletic coordinator and supervise evening and weekend events.
- Conduct and record all state mandated safety drills including fire, tornado, and lockdown and see that all personnel and students within the school are familiar with all procedures to be followed in case of an emergency.
- Coordination, planning and facilitation of Commencement/Graduation ceremony.
- Ensure that the overall supervision and leadership of the school produce a safe, productive learning environment.
- Develop and support a high degree of student morale through curricular and extracurricular activities and services and encourage the participation of all members of the teaching staff in the extracurricular program.
- Leadership on district-level committee work and/or responsibilities.
- Other duties assigned by the Superintendent.