



## Wells Township School District

38211 County Road 426

Arnold, MI 49819

906.238.4200

The Wells Township School Board is in search of a Superintendent/Administrator.

Candidates should have a Michigan Administrative Certificate or a Master's Degree in Educational Leadership or related field. Interested applicants may send their resumé and a letter of interest to Luann Lohfink at the school address or via email at [llohfink@maresa.org](mailto:llohfink@maresa.org) by March 1, 2024.

Wells Township School District is a very rural district located in southern Marquette County.

The school leader is responsible for all operations of the school district including all state and federal reporting, business operations, staff, student, and community relationships, manage transportation, food service, and custodial operations. The school leader prepares and presents board members monthly agendas and financial documents. Weekly communications with all staff members from the school leader through a Monday memo and emails as needed throughout the week. The school leader serves as the coordinator for MSTEP, PSAT 8, NWEA, Title I, Special Education, Homeless Liaison, Foster Care Liaison, School Safety Liaison, Technology Director, MICIP, Title IX Coordinator, Business Manager, Early Literature/Math Benchmark Coordinator, and School Accountability Contact.

The school leader prepares the annual education report, applies for Consolidated Application, REAP, Coordinated Application, and other grants. Updates to the school website with required information is also another duty of the school leader.

Coordinate professional development for staff, safety drills, handbook, school calendar, transportation routes, attending monthly Superintendent Roundtable meetings, principal meetings, business managers meetings, McKinney-Vento meetings throughout the year along with NEOLA Policy meeting updates.

Applicant must be adaptable to the numerous roles required as the school leader. The school website is located at [wellstownshipschool.org](http://wellstownshipschool.org).