

LAKE CENTRAL SCHOOL CORPORATION

8260 Wicker Avenue
St. John, IN 46373 - Phone 219-365-8507

February 6, 2012

**ACCEPTING APPLICATIONS FOR
PROTSMAN ELEMENTARY PRINCIPAL**

I. EDUCATION:

- Indiana Elementary Administrative License
- Master's degree in education, educational administration or equivalent
- Elementary classroom teaching and prior administrative experience preferred

II. WORK YEAR: 261 Days

III. PROJECTED SALARY: \$91,785 - \$95,280
Plus Administrative Benefit Package

IV. START DATE: July 1, 2012

V. RESPONSIBILITIES:

- Serve as the educational leader and chief administrator of an elementary school
- Implement and manage policies and procedures to ensure that students are provided a quality education in a safe learning environment
- Facilitate instructional practices and programs based on analysis of student achievement data
- Develop school policies and procedures through a collaborative process
- Supervise and evaluate the performance of each member of the school staff and establish individual programs for improvement when necessary
- Advise the Superintendent of staff needs and participates in the recruitment, employment, assignment, promotion, transfer, non-renewal, and dismissal of licenses and classified personnel
- Keep current in developments in Elementary Education and in the field of education generally by participating in professional enrichment activities
- Supervise the maintenance of accurate bookkeeping records and the accounting of school funds
- Foster effective home and school community relationships
- Coordinate facility needs and improvements with the appropriate Director or Assistant Superintendent
- Perform other duties as assigned by Superintendent of schools

VI. METHOD OF APPLICATION: Apply on line at www.lcsc.us

Please Direct Questions to: Mark Kellogg, Director of Primary Education
8260 Wicker Avenue, St. John, IN 46373
Phone (219) 558-2708

Deadline for Application: February 22, 2012

First Round of Interviews: March 12, 2012 and March 13, 2012

An Equal Opportunity Employer