

LAKE CENTRAL SCHOOL CORPORATION

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

NOTICE OF ADMINISTRATIVE VACANCY

February 21, 2018

ASSISTANT SUPERINTENDENT

- I. EDUCATION:** State of Indiana Superintendent License Required
- II. QUALIFICATIONS:** Minimum 5 years experience as a school administrator with a proven track record of success.
- III. WORK SCHEDULE:** 261 Days **PROJECTED SALARY RANGE:**
START DATE: July 1, 2018 \$118,296 - \$124,734
- IV. RESPONSIBILITIES AND DUTIES:**
- Supervise and formally evaluate Curriculum, Special Education, Transportation Services, and Food Services Directors.
 - Provide creative leadership by:
 - Establishing communication and rapport with Principals and school staff
 - Providing expertise based on experience and research
 - Facilitating monthly teacher discussions
 - Maintaining working knowledge of Collective Bargaining process and legislative changes
 - Coordinate the functions of Principals, Assistant Principals, Department Chairs, and other instructional specialists
 - Direct and coordinate program planning to involve district and school personnel, community representatives, and students when appropriate
 - Analyze staffing and programming needs
 - Participate in corporation strategic planning
 - Complete IDOE reports in areas of calendar, summer school, and ADM
 - Coordinate media, counseling service functions, and facility use of corporation
 - Participate in all administrative meetings and attend all School Board meetings, preparing and presenting reports as needed
 - In conjunction with the Business Department, analyze unemployment and workmen's compensation claims
 - Support building principals in evaluation of consequences in circumstances involving serious student discipline matters
 - Perform other duties as assigned by the Superintendent
- VI. METHOD OF APPLICATION:** Apply on line at www.lcsc.us

Please Direct Questions to: Dr. Larry Veracco, Superintendent
8260 Wicker Avenue
St. John, IN 46373
(219) 365-8507
lveracco@lcscmail.com

Deadline for Applications: March 8, 2018
First Round of Interviews: March 12-14, 2018

An Equal Opportunity Employer