

**LAKE CENTRAL SCHOOL CORPORATION**

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

**NOTICE OF ADMINISTRATIVE VACANCY**

February 8, 2021

**DIRECTOR OF PRIMARY EDUCATION (GRADES PK – 4)**

- I. EDUCATION:** State of Indiana License in Primary Administration and Supervision, Superintendent License Preferred
- II. WORK SCHEDULE:** 261 Days      **PROJECTED SALARY RANGE:**  
\$118,946 - \$128,946
- III. RESPONSIBILITIES AND DUTIES:**
- Supervision and appraisal of Elementary (PK-4) Principals
  - Communication and collaboration with community pre-school programs
  - Supervision and development of High Ability programming (PK-12)
  - Coordinating with (PK-4) Principals: School Improvement Plan, Curriculum Development, Instructional Best Practices, Assessment Data, ILEARN, Textbook Adoption, Enrollment Projections, Professional Development of Certified Teachers, Kindergarten Registration, Field Trips, AYP, Student/Parent Issues, Summer School, Academic Competitions
  - Coordinate Title I and Title III programming with Title I/III coordinator
  - Administration of Grants: Title II, Title IV, Early Intervention
  - Development of School/Community Relations
  - Completion of IDOE State Reports (PK-4)
  - Instructional Assistant (PK-4) Professional Development
  - Participate in Corporation Strategic Planning
  - Participate at all Cabinet Level Meetings
  - Participate in Budget Development (PK-4)
  - Development of (PK-4) Student and Staff Incentive Programs
  - Disaggregate and communicate for understanding and instructional improvement, test scores from ILEARN to staff and community
  - Perform other duties as assigned by the Superintendent
- VI. METHOD OF APPLICATION:** Apply on line at [www.lcsc.us](http://www.lcsc.us)

**Please Direct Questions to: Terry Mucha, Director of Human Resources**  
**8260 Wicker Avenue, St. John, IN 46373 - Phone (219) 558-2718**

**Deadline for Application: March 1, 2021**  
**Interview schedule: March 8-11, 2021**

Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.