

**LAKE CENTRAL SCHOOL CORPORATION**

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

June 8, 2021

**ACCEPTING APPLICATIONS FOR  
ELEMENTARY ASSISTANT PRINCIPAL**

**I. EDUCATION:**

- Indiana Building Level Administrative License
- Elementary classroom teaching and prior administrative experience preferred

**II. WORK YEAR:** 195 Days

**III. PROJECTED SALARY:** \$70,000 Plus Administrative Benefit Package

**IV. START DATE:** July 1, 2021

**V. RESPONSIBILITIES:**

- Serve as the assistant to 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 principal of staff needs and participate in the recruitment, employment, assignment, promotion, transfer, non-renewal, and dismissal of licensed 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
- Perform other duties as assigned by the building administrator

**VI. METHOD OF APPLICATION:** Apply on line at [www.lcsc.us](http://www.lcsc.us).

Go to Job Opportunities>Administrative/Director/Supervisor>Elementary Principal (301)

**Please Direct Questions to: Michelle Lavin, Principal**

**Watson Elementary School**

[mlavin@lcscmail.com](mailto:mlavin@lcscmail.com)

or

**Cassandra Cruz, Principal**

**Kolling Elementary School**

[ncruz@lcscmail.com](mailto:ncruz@lcscmail.com)

**Deadline for Applications: June 22, 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.*