

LAKE CENTRAL SCHOOL CORPORATION

8260 Wicker Ave., St. John, IN 46373

219/365-8507

June 4, 2021

ADMINISTRATIVE VACANCY

2021/2022

LAKE CENTRAL HIGH SCHOOL – PRINCIPAL (Anticipated)

Objective: Serve as head administrator and instructional leader while promoting an effective learning environment by investigating and implementing innovative programs to improve the overall achievement of all students.

Qualifications:

- Possess a valid Indiana Secondary Administrative License
- High School experience required

Work Year:

- 261 Days
- Projected Salary \$122,980 - \$127, 980
- Administrative Benefit Package

Responsibilities:

- Ensure that all staff uphold Board policies and follow administrative procedures
- Coordinate the staff selection and orientation processes and ensure timely evaluation of all staff
- Direct the delivery and continuous improvement of educational programming
- Analyze and use data to improve the operation of the school and student achievement
- Participate as an active member of the school corporation's management team
- Provide staff leadership by developing plans of action designed to solve complex problems faced by staff and students
- Develop the master schedule and ensure equitable assignment of courses to certified staff by analyzing degree of difficulty of various courses and thorough consideration of staff requests
- Oversee the scheduling, supervision, and evaluation of all school events and extracurricular activities
- Work with athletic director to improve the overall athletic program. Coordinate high school representation at conference and when necessary IHSAA meetings
- Encourage and assist department leaders and staff to implement innovative instructional activities
- Maintain high standards for student behavior and oversee all student discipline procedures
- Oversee the revision and development of student and athletic codes of conduct and ensures distribution of policy manuals to all students
- Oversee the timely submission of reports, records, and inventories. Maintain district records for periods of time mandated by state law and/or board policy
- Promote the effective use of available technology in records management and instructional activities. Uphold computer technology acceptable use policies.
- Participate in state and local activities that advance the goals of the high school
- Perform other duties as assigned by the superintendent or his designee

Deadline for consideration: June 15, 2021

Apply online at: www.lcsc.us

Please Direct Questions to: Terry Mucha, Director of Human Resources

8260 Wicker Ave., St. John, IN 46373

Phone (219) 558-2718

An Equal Opportunity Employer