

PLEASE POST

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PERSONNEL VACANCY NOTICE
GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

Melisha Jones-Henderson
Executive Director Human Resources

Dr. Pete Morikis,
Emergency Manager

POSITION: **Principal – Elementary School**

SALARY: **\$70,000 - \$75,000.00**

REPORTS TO: **Emergency Manager**

PURPOSE STATEMENT

To use leadership, supervisory and administrative skills to promote the educational development of each student. Administers and coordinates curriculum and instruction for the assigned school; supervises and evaluates classroom instruction; monitors student progress; sets standards and expectations for the assigned school; communicates with the school community.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Establishes and maintains an effective learning climate in the school.
- Monitors student progresses and develops methods for monitoring student achievement.
- Establishes and implements policies and procedures for assigned school.
- Prepares and conducts staff development activities.
- Initiates designs and implements programs to meet specific needs of the school.
- Develops and implements effective school/community relationships.
- Administers, supervises and evaluates classroom instruction.
- Makes recommendations concerning the school's administration and instruction.
- Prepares and administers the school budget and supervises school finances.
- Supervises the maintenance of all required building records and reports.
- Prepares or supervises the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
- Works with various members of the central administrative staff on school problems of more than in-school import, such as transportation and special services.
- Keeps supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
- Interprets and enforces district policies and administrative regulations.
- Maintains active relationships with students and parents.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

SUPERVISORY RESPONSIBILITIES

Teachers and all other personnel assigned to the school.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Elementary school education curriculum and instruction techniques.
- Administering and coordinating curriculum and instruction for the assigned school.

Ability to:

- Establish and maintain effective working relationships with employees, students, parents, and the public.
- Demonstrate effective verbal and written communication skills.

EDUCATION AND EXPERIENCE

A Master's degree in education, educational administration or a related area from an accredited college or university. Previous administrative/supervisory experience preferred. A minimum of five (5) years of successful teaching experience. Experience at the elementary level preferred.

CERTIFICATION

Indiana Certification for Elementary Administration/Supervision.

Required Testing: Drug Test

Clearances: Fingerprinting/Background Check

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation
Click on "Employment Opportunities"

www.garycsc.k12.in.us

1988 Polk Street

Gary, IN 46407

Human Resources Department
Certified: January 3, 2019

EQUAL OPPORTUNITY EMPLOYEE