

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 – Middle School**

**SALARY:**           **\$83,000 - \$87,000.00**

**REPORTS TO:**   **Emergency Manager**

**PURPOSE STATEMENT**

To use transformational leadership, supervisory and administrative skills to create a nurturing school climate that promotes student engagement and promotes academic performance. 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.
- Administers and coordinates curriculum and instruction for the assigned school.
- Monitors student progress and uses data and research to assist with improving student achievement.
- Prepares and conducts staff development activities that are staff embedded.
- 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 according to local and state guidelines.
- Collaborates with staff to address the needs of adolescents through instruction, support and research-based learning opportunities.
- Makes recommendations concerning the school's administration and instruction.
- Prepares and administers the school budget and supervises school finances.
- Prepares or supervises the preparation of reports and records as required at the local and state levels.
- 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.
- Maintains active relationships with students and parents.

## **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:

- Secondary education curriculum and instruction strategies.
- Initiating curriculum programs which would include middle level exploratory concepts.
- Effective instructional strategies for students of varied abilities.

Ability to:

- Develop leadership among the teaching staff
- Manage the school's educational and extra-curricular programs, activities and operations.

## **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 at the secondary level. Experience at the secondary level preferred. Document skills in leading highly productive teams through complex situations.

## **CERTIFICATION**

Possess or be eligible for Indiana Certification for Secondary 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](http://www.garycsc.k12.in.us)  
1988 Polk Street  
Gary, IN 46407

Human Resources Department  
Certified: January 3, 2019

**EQUAL OPPORTUNITY EMPLOYER**