

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Peter Morikis, Emergency Manager

POSITION: Assistant Principal

SALARY: DETERMINED BY UNION CONTRACT

REPORTS TO: Principal

PURPOSE STATEMENT

To assist the principal in providing school wide leadership and to learn the role of the principal. Assists in the development and coordination of curriculum and instruction for the assigned school; supervises the attendance and discipline of students; prepares reports and materials to comply with federal, state, and local agencies.

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 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.
- 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.
- Interprets and enforces district policies and administrative regulations.
- Maintains active relationships with students and parents.
- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.
- Assists in the development and coordination of curriculum and instruction for the assigned school.
- Provides leadership in supervising and evaluating programs and activities.
- Supervises the attendance and discipline of students.
- Develops and implements effective school community relationships.
- Supervises and assists in the evaluation of the teaching, secretarial, and custodial staff in the management of the school building and facilities.

- Maintains regular attendance and punctuality.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.

SUPERVISORY RESPONSIBILITIES

Teachers and other personnel designated by the principal.

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, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Elementary and secondary school education curriculum and instruction techniques.
- Preparing and administering the school budget and supervising school finances.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Work with various members of the central administrative staff on school problems of more than in school import, such as transportation and special services.
- Keep supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.

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. Demonstrated effective verbal and written communication skills. Ability to establish and maintain effective working relationships with employees, students, parents, and the public. Experience at the elementary level preferred.

CERTIFICATION/LICENSES

Indiana Certification for Elementary/Secondary Administration/Supervision.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

Required Testing

- Drug Test

Clearances

- Fingerprinting/Background Clearance

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"
www.garycsc.k12.in.us
1988 Polk Street
Gary, IN 46407

Human Resources Department
Certified: May 9, 2018

EQUAL OPPORTUNITY EMPLOYER