



April 5, 2022

Middle/High School Assistant Principal  
Lincoln Middle/High School

Applications are currently being accepted for the position of Assistant Principal at Lincoln Middle/High School (Cambridge City, Indiana). Lincoln Middle/High School is part of Western Wayne Schools.

**Nature and Scope of the Job:**

To assist the school principal in overall administration of instructional program and campus level operations.

**Qualifications:**

Education/Certification: Hold and maintain an Indiana State License for Secondary Administration and Supervision.

**Special Knowledge/Skills:**

- Thorough understanding of school operations
- Strong organizational, communication, and interpersonal skills
- Ability to coordinate campus support operations
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional program and teaching effectiveness
- Ability to manage budget and personnel
- Ability to coordinate campus functions
- Ability to implement policy and procedures
- Ability to interpret data

**CONTRACT INFORMATION:** Western Wayne Schools will offer a competitive salary and benefit package that is commensurate with qualification and experience. The annual contractual length for this position is 210 days with an initial 2-year contract.

**Application Process:**

The application deadline is May 6, 2022. An application for the position should include:

- Letter expressing an interest in the position
- Completed Resume
- Completed application form including all other supporting documents submitted online using Applitrack at [www.wwayne.k12.in.us](http://www.wwayne.k12.in.us)
- College or university transcripts
- Three letters of reference
- Documentation of proper certification

All application materials may be submitted online using Applitrack at [www.wwayne.k12.in.us](http://www.wwayne.k12.in.us) to Mr. Andy Stover, Superintendent.