



## Vacancy Notice:

Western Wayne School Corporation Superintendent, Mr. Andy Stover, has announced a vacancy for the position of **High School Assistant Principal**. This is a full-time position for the 2023-2024 school year.

### **Required 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

### **Major Responsibilities and Duties:**

- Handle student discipline in accordance with the WWS student handbook.
  - Meet with students to discuss behavior.
  - Contact parents
  - Document disciplinary actions to parents, students, and teachers
  - Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
  - Conduct conferences on student and school issues with parents, students, and teachers.
- Oversee Alternative School Program

- Establish a lead teacher for Alt. School and work as a direct supervisor
- Maintain Alt. school grant for Western Wayne Schools
- Evaluate the effectiveness of alt. School program and ensure sustainability
- Monitor and report daily student attendance in accordance with board policy.
  - Monitor student absences and tardiness daily.
  - Work with the attendance clerk on followup investigations.
  - Communicate with parents and students about attendance.
  - Follow the steps of the attendance policy as outlined in the WWS handbook and policies.
- Personnel Management
  - Secure class coverage for all teacher absences.
  - Hire subs and class covers.
  - Schedule all subs and class covers.
  - Keep accurate attendance records for staff and report to the central office weekly.
  - Observe non-certified employee performance, record observations, and conduct evaluation conferences. Serve as second appraiser for the designated teacher appraisal system.
  - Conduct walkthrough, observation, and evaluations for certified staff members as assigned by the principal.
  - Assist principal in interviewing, selecting, and orienting new staff.
- Supervision
  - Supervise operations in the principal's absence.
  - Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
  - Assist with safety inspections and safety-drill practice activities.
  - Comply with federal and state laws, State Board of Education rule, and board policy.
  - Ensure that students are adequately supervised during non-instructional periods including arrival and dismissal to school.
- Attend and PAR for special education case conferences.
  - Work with Special Education teachers to schedule and hold case conferences.
- Coordinate all state testing for Western Wayne Schools (CTC)
  - Schedule and organize testing sessions.
  - Communicate to teachers clearly about testing responsibilities.
  - Ensure all accommodations are accounted for and accurate.
  - Analyze and report testing data

- Ensure all parent and student testing reports get mailed home and filed in a timely manner.
- Supervise Extra Curricular Events
  - Supervise all Middle School Athletic events.
  - Assist in supervising High School Athletic events as needed.
  - Assist in supervising all other middle school and high school extra curricular events that happen on campus outside the regular school day.
- Maintain School/Organizational Climate
  - Promote a positive, caring climate for learning.
  - Deal sensitively and fairly with persons from diverse cultural backgrounds.
  - Communicate effectively with students and staff.
- Participate in development of campus improvement plans with staff, parents, and community members.
  - Help the principal develop, maintain, and use information systems to maintain and record to track progress on campus performance objectives and academic excellence indicators.
- Professional Growth and Development
  - Participate in professional development to improve skills related to job assignment. School/Community Relations
  - Articulate the school's mission to the community and solicit its support in realizing its mission.
  - Demonstrate awareness of school-community needs and initiate activities to meet those needs.
  - Use appropriate and effective techniques to encourage community and parent involvement.
- Any other duties that assist the principal overall administration of instructional program and campus level operations.

**Evaluation:**

Performance of this job will be evaluated annually in accordance with Indiana State Law by the building principal.

**Salary:** 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 205 days.

**Application Process:**

- Send an email to Mrs. Renee Lakes, High School Principal, [rlakes@wwayne,k12.in.us](mailto:rlakes@wwayne,k12.in.us) and to Mrs. Robin Hokey, HR Director, [rhokey@wwayne.k12.in.us](mailto:rhokey@wwayne.k12.in.us) to express interest in this position.
- Please submit applications on Appli-track at <https://wwayne.k12.in.us/> select staff/employment and then Appli-track online applications.
- Deadline for applications: July 28, 2023

**Timeline:**

- Vacancy posted on Monday, July 11, 2023
- Vacancy notice emailed to all teachers in the Western Wayne Schools on July 11, 2023
- Deadline for applications: July 28,2023