



**Middle/High School Assistant Principal
Lincoln Middle/High School
2025-2026**

Applications are currently being accepted for the position of Assistant Principal at Lincoln Middle/High School (Cambridge City, Indiana) starting in January of the 2025-2026 school year.

Nature and Scope of the Job:

To assist the school principal in overall administration of instructional program and campus level operations. Perform general school administration such as serving principal in the absence of the principal, support the management of student discipline and attendance, participate in the evaluation of instructional staff, coordinate school safety and emergency procedures.

Qualifications:

Required: Hold and maintain an Indiana State License for Secondary Administration and Supervision.

Strongly Preferred: Expertise, training, or certification in Special Education law, compliance, or instruction.

Strongly Preferred: Experience with Work-Based Learning program development, curriculum, scheduling and community partnerships.

Special Knowledge/Skills:

- Thorough understanding of school operations and federal and state Special Education laws (IDEA, Article 7), procedures, and best practices.
- Strong organizational, communication, and interpersonal skills.
- Ability to coordinate campus support operations.
- Working knowledge of curriculum and instruction, with emphasis on differentiated instruction and transition services.
- Ability to evaluate instructional program effectiveness for students with disabilities and general education teaching effectiveness.
- Ability to manage budget and personnel.
- Ability to coordinate campus functions.
- Ability to implement policy and procedures, ensuring IEP fidelity and compliance.
- Ability to interpret data, including Special Education data (e.g., LRE, graduation rates, post-school outcomes).
- Knowledge of Work-Based Learning models (e.g., internships, apprenticeships, shadowing) and career pathway development.

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.

Application Process:

The application deadline is December 5, 2025. 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
- College or university transcripts
- Three letters of reference
- Documentation of proper certification
- Send an email to Mrs. Kelly Plank, Superintendent, kelly.plank@wwayne.k12.in.us and to Mrs. Robin Hokey, HR Director, rhokey@wwayne.k12.in.us to express interest in this position.