



**Administration Center
Office of the Superintendent**
1810 North Grant Street
Lebanon, IN 46052
Phone: 765-482-0380
Fax: 765-483-3053
www.leb.k12.in.us

March 20, 2024

**Job Announcement:
Perry-Worth Elementary Principal**

LCSC is currently seeking applicants for the position of Elementary School Principal of Perry-Worth Elementary School beginning with the 2024-25 school year. The start date is dependent on the selected candidate's availability. The selected candidate will provide instructional leadership for a K-5 elementary school with a full- and part-time instructional staff of approximately 33 teachers and 8 support staff. Perry-Worth Elementary School has an enrollment of approximately 559 students.

The successful candidate must be a highly motivated instructional leader with a demonstrated ability to improve student learning outcomes. The successful candidate must possess strong communication and interpersonal relationship skills; a deep understanding of child development; effective pedagogical practices; a demonstrated knowledge of research-based teaching strategies and learning environments, current technology-driven, student-centered learning; experience with students with exceptional needs; experience with high ability programming; and a strong knowledge and background in culturally responsive teaching. Candidates must possess and a valid Indiana school administrator's license.

The Lebanon Community School Corporation (LCSC) is a growing suburban school district located 25 minutes north of downtown Indianapolis. LCSC is comprised of six schools: Perry-Worth Elementary School, Harney Elementary School, Hattie B. Stokes Elementary School, Central Elementary School, Lebanon Middle School, and Lebanon Senior High School. With a student population of 3,500 and a faculty and support staff of 550, LCSC is an educational system that is innovative and culturally diverse.

In partnership with teachers, parents, and community, LCSC offers a rigorous and relevant learning experience that promotes high academic expectation, intellectual growth, interpersonal skills, a sense of personal worth, and a commitment to developing the whole child. LCSC's core mission is to *Challenge Everyone Every Day, to Reach a New Best*. Additional information about our district is found at www.leb.k12.in.us.

A competitive salary and benefit package will be commensurate with experience and demonstrated skills. Interested candidates may submit an online application at www.leb.k12.in.us. For additional questions please email Mrs. Melanie Beltran at beltranm@leb.k12.in.us.

The application will close April 22, 2024.

Dr. Jon A. Milleman
Superintendent

Zach Dennis
Chief Financial Officer

Diane Lee Scott
Director of Curriculum

Bronsen Smith
Director of Technology

Chad Martin
Director of Operations & Resources

Dr. Kari K. Ottinger
Director of Assessment

Lexy Britt-Buis
Director of Communications

**LEBANON COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION FOR ELEMENTARY SCHOOL PRINCIPAL**

A. PRIMARY FUNCTION

The Principal will provide organizational leadership necessary to meet the expectation of all team members to provide the best possible opportunities for student's academic, social, and emotional growth and development.

B. LINE OF AUTHORITY

Directly responsible to the Superintendent of Schools and unless modified by the Superintendent, to the Director of Curriculum and Director of Assessment in the areas of curriculum and instruction.

C. SUPERVISION OF OTHERS

Direct supervision over:

1. Licensed School Staff
2. Paraprofessional School Staff
3. Secretarial/clerical School Staff
4. All instructional, professional, and paraprofessional staff members assigned to the school.

D. AREAS OF RESPONSIBILITY

In addition to the primary function, the elementary principal shall be responsible for:

1. Developing and administering the general school routine, and coordinate all activities within the school building.
2. Participating in the selection of new teaching and classified personnel.
3. Observing, counseling, and motivating professional staff toward performances to attain the educational goals of the District.
4. Utilizing to the fullest extent possible, all available school facilities, materials, and staff service personnel.
5. Continually evaluating existing programs and practices, curriculum content, and pilot or experimental programs.
6. Maintaining an educational philosophy and school climate which encourages a cooperative and participating attitude on the part of all teachers and students.
7. Maintaining a standard of student behavior designed to demonstrate respect and minimize school and classroom interruptions.
8. Resolving student behavioral problems during the normal school day, events and activities and on buses.
9. Encouraging and initiating continued improvement in curriculum and teaching methods in cooperation with District Administration, subject area specialists, and faculty.
10. Identifying intellectual, physical, social and emotional needs affecting students' success in school, and taking steps to direct and coordinate the efforts of teachers and parents with staff services and special education personnel.
11. Planning and submitting annual budget needs for the building to the Chief Financial Officer prior to April 1 of each year.
12. Maintaining effective communication to staff, students, and parents.

13. Orienting new personnel assigned to the school.
14. Having school records available and up to date for ready reference and reporting.
15. Planning and conducting faculty meetings as necessary.
16. Interpreting and clarifying relationships between teachers, subject area chairpersons, and specialized personnel in accordance with District policy.
17. Affecting or recommending changes which will lead to improved administration, supervision and opportunity for student development.
18. Making recommendations to District Administration on any matter which will improve the excellence of the educational programming.
19. Actively participating and encouraging staff participation in parent-teacher and other community groups, as a means of developing understanding, cooperation, and respect for school objectives and endeavors.

E. PHYSICAL AND MENTAL EFFORTS

1. This position requires a high level of physical and mental endurance
2. Sitting in an office/classroom environment, performing tasks on a computer or other technical devices.
3. Frequent standing, particularly for sustained periods of time
4. Frequent walking, moving about on foot to accomplish tasks, particularly for long distances or moving from one part of the building to another.
5. Constantly talking, expressing, or exchanging ideas to colleagues and/or students accurately, loudly, or quickly
6. Ability to hear and listen to detailed information through oral communication.
7. Occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 20 pounds.
8. Specific vision abilities required include close vision and distance vision.
9. Ability to handle and balance multiple demands at the same time.
10. 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.