

**Job Description****ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Interacts with students to encourage each individual to perform at their highest level
- Leads recruitment efforts, hiring procedures and placement decisions of certified and noncertified employees
- Increases teachers' effectiveness as evidenced by gains in student achievement and growth
- Frequently analyzes student performance data with teachers to drive instruction and evaluate instructional quality
- Establishes and monitors goals based on the Indiana Department of Education (IDOE) Accountability Model and the School Improvement Plan
- Provides learning opportunities to teachers aligned to professional needs based on student academic performance data and teacher evaluation results
- Oversees the annual evaluation process for all staff members
- Provides support and assists in developing remediation plans for teachers rated as needs improvement or ineffective
- Recognizes and celebrates emerging leaders
- Acknowledges and recognizes students and staff
- Establishes a positive school climate for students, staff, and families
- Manages day-to-day operations of the school
- Assists in developing the master schedule for staff and students
- Oversees the schedule of classes and student assignments
- Resolves staff problems and provides support to teachers
- Provides general supervision to students
- Monitors the school budgets as well as student curricular fees and supplies
- Oversees the Multi-tiered System of Support (MTSS)
- Uses technology to enhance communication, instruction, and leadership strategies
- Works actively with teachers to maintain rigorous curriculum and effective instructional standards
- Maintains relations with parents, parent groups, school volunteers and outside agencies
- Implements policy and procedure changes from the Board, or the State and Federal level at the building level
- Oversees formative and statewide testing as well as compliance with the IDOE test security protocols
- Oversees completion of IDOE required training
- Establishes yearly, monthly, weekly and daily priorities and objectives
- Communicates effectively and in a timely manner with students, staff, parents/guardians, central office staff, and community stakeholders
- Maintains an "Effective" or "Highly Effective" rating on annual evaluations
- Maintains current educational/administrative certificate
- Maintains satisfactory attendance
- Complies with Corporation Bylaws, Policies and Employee Handbook
- Models Corporation Mission Statement and Fundamental Objectives

**EXPERIENCE:** M.A. and five years' experience in teaching and administration

**LICENSE:** Valid Building Level Administrators License

Shelbyville Central Schools has an on-line application process. You may access the on-line application at [scs.shelbycs.org](http://scs.shelbycs.org), > District > Employment > Click Here to Start Your Application.

**PAPER APPLICATIONS AND RÉSUMÉS WILL NOT BE ACCEPTED. THE RÉSUMÉ IS SUBMITTED AS PART OF THE ON-LINE PROCESS AND SHOULD BE ADDRESSED TO:**

**START DATE:** July 1, 2022

**DEADLINE FOR APPLICATION:** June 27, 2022

**Mrs. Kathleen Miltz, Assistant Superintendent  
Shelbyville Central Schools  
1121 E. State Rd. 44  
Shelbyville, IN. 46176  
317-392-2505**