

**Administration Center**

1810 North Grant Street
Lebanon, IN 46052
Phone: 765-482-0380
Fax: 765-483-3053
www.leb.k12.in.us

POSITION OPENING**Position Title:** Elementary Assistant Principal**Supervisor:** Principal**Terms of Employment:** 215-Day Contract**School/Department:** Hattie B. Stokes**Elementary Date:** 07/01/2024

Persons in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principal elements of the job.

Position Description:

The Assistant Principal is responsible for providing assistance to the Principal in the administration of the total school program.

Qualifications:

- Certified or certifiable by the Indiana Department of Education, with a Master's Degree in Education and at least 5 years of administrative and/or teaching experience
- Demonstrate success in working collaboratively with other building personnel
- Demonstrate strong executive leadership skills and presence
- Communicate clearly and concisely both in oral and written form. Communicate sensitively and skillfully
- Strong understanding of elementary curriculum.
- Demonstrates ability to assess best practices and provide actionable feedback to staff
- Listens well and in ways that enhance openness and credibility
- Demonstrates ability to foster respect and motivate others
- Experience with contributing to staff development in a variety of topics
- Possess integrity, self-confidence, and optimism
- Possess a genuine sense of humor and high level of energy
- Demonstrates desire for continued improvement in oneself and in the school
- Highly organized and demonstrates strong follow-through with tasks and promises
- Open-minded, honest, straight forward, fair and equitable
- Ability to define problems, collect data, and draw valid conclusions
- Demonstrates the ability to establish and maintain effective working relationships with students, staff and the community
- Understands the importance of diversity, equity and inclusion to the broader educational mission of Lebanon Community School Corporation and is skilled at facilitating an inclusive and equitable learning environment



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Duties and Responsibilities shall include, but not be limited to:

- Demonstrate authentic leadership skills, capable of making tough decisions and being part of a cohesive team
- Perform duties with awareness of all district requirements and Board of Education policies
- Effectively present information and respond to questions from students, parents, staff, and the general public
- Interact with students to encourage each individual to perform at their highest level
- Manage and evaluate performance of teachers, programs and staff
- Supervise extracurricular activities
- Maintain relations with parents, parent groups, school volunteers and outside agencies
- Assist in the recruiting, screening, hiring, training, assigning and evaluating of the school's professional staff
- Assist in the development, revision, and evaluation of the curriculum, and emerging technologies and their instructional management applications
- Perform such other related duties as may from time to time be assigned by the Principal

Essential Knowledge, Skills and Experience:

- Ability to apply knowledge of current research and theory
- Ability to establish and maintain effective working relationships with students, staff and the community
- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
- Ability to perform duties with awareness of all district requirements and Board of Education policies

Physical and Mental Efforts:

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



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Regular Work Hours/Travel Requirements:

- 215-day contract
- 8:00am – 4:00pm Monday through Friday; often working beyond these hours in support of students and staff
- Frequent attendance of special events held to recognize student achievement, school-sponsored activities, functions, community and public opportunities, often held in the evenings and on weekends
- Local travel within Lebanon and surrounding school districts may be required

Lebanon Community School Corporation is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disabilities Act as required by law.

*Lebanon
Community School
Corporation
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