

**LAKE CENTRAL SCHOOL CORPORATION**

8260 Wicker Avenue  
St. John, IN 46373 - Phone 219-365-8507

**NOTICE OF ADMINISTRATIVE VACANCY**

February 21, 2018

**ASSISTANT SUPERINTENDENT**

- I. EDUCATION:** State of Indiana Superintendent License Required
- II. QUALIFICATIONS:** Minimum 5 years experience as a school administrator with a proven track record of success.
- III. WORK SCHEDULE:** 261 Days      **PROJECTED SALARY RANGE:**  
**START DATE:** July 1, 2018      \$118,296 - \$124,734
- IV. RESPONSIBILITIES AND DUTIES:**
- Supervise and formally evaluate Curriculum, Special Education, Transportation Services, and Food Services Directors.
  - Provide creative leadership by:
    - Establishing communication and rapport with Principals and school staff
    - Providing expertise based on experience and research
    - Facilitating monthly teacher discussions
    - Maintaining working knowledge of Collective Bargaining process and legislative changes
  - Coordinate the functions of Principals, Assistant Principals, Department Chairs, and other instructional specialists
  - Direct and coordinate program planning to involve district and school personnel, community representatives, and students when appropriate
  - Analyze staffing and programming needs
  - Participate in corporation strategic planning
  - Complete IDOE reports in areas of calendar, summer school, and ADM
  - Coordinate media, counseling service functions, and facility use of corporation
  - Participate in all administrative meetings and attend all School Board meetings, preparing and presenting reports as needed
  - In conjunction with the Business Department, analyze unemployment and workmen's compensation claims
  - Support building principals in evaluation of consequences in circumstances involving serious student discipline matters
  - Perform other duties as assigned by the Superintendent
- VI. METHOD OF APPLICATION:** Apply on line at [www.lcsc.us](http://www.lcsc.us)

**Please Direct Questions to: Dr. Larry Veracco, Superintendent**  
**8260 Wicker Avenue**  
**St. John, IN 46373**  
**(219) 365-8507**  
**lveracco@lcscmail.com**

**Deadline for Applications: March 8, 2018**  
**First Round of Interviews: March 12-14, 2018**

*An Equal Opportunity Employer*