

LAKE CENTRAL SCHOOL CORPORATION

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

NOTICE OF ADMINISTRATIVE VACANCY

February 7, 2023

DIRECTOR OF SECONDARY EDUCATION (GRADES 5 – 12)

- I. EDUCATION:** State of Indiana License in Secondary Administration and Supervision, Superintendent License Preferred
- II. QUALIFICATIONS:** Minimum 5 years' experience as secondary administrator with a proven track record of success
- III. WORK SCHEDULE:** 261 Days **PROJECTED SALARY:** \$138,000
- IV. RESPONSIBILITIES AND DUTIES:**
- Supervise, evaluate, and mentor Secondary (5-12) principals and assistant principals
 - Coordinate with Secondary Principals and /or Department Chairs:
 - Curriculum Development
 - Instructional Best Practices
 - Assessment Data
 - Textbook Adoption
 - Enrollment Projections
 - Staffing Needs
 - Graduation Pathways
 - School Improvement Plans
 - Professional Development of Certified Teachers
 - Student/Parent Issues
 - Summer School
 - Coordinate with Director of Primary Education on the secondary level high ability program and Advanced /Honors/AP/Dual Credit offerings
 - Coordinate with Technology department and district Technology Trainers on instructional technology and programming at the secondary level
 - Development of School/Community Relations
 - Completion of IDOE State Reports (5-12)
 - Participate in District Level Planning
 - Participate in Budget Development (5-12)
 - Organize New Teacher Orientation
 - Disaggregate and communicate for understanding and instructional improvement test scores from ILEARN, PSAT/SAT to staff and community
 - Perform other duties as assigned by the Superintendent
- V. METHOD OF APPLICATION:** Apply online at www.lcsc.us>[Administration](#)>[Human Resources](#), PDF Employment Application (include resume' and teaching license)

Please Direct Questions to: Terry Mucha, Director of Human Resources

tmucha@lcscmail.com (219) 558-2718

Deadline for Applications: March 3, 2023

Interview schedule: March 7-10, 2023

Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.