School City of Hammond
41 Williams Street, Hammond, IN 46320
Tele: 219-933-2400

JOB OPPORTUNITY

Job Title:	Elementary Principal	Job Category:	Certified
Department/Group:	Elementary Curriculum/Administrator	Position Status:	Full Time
Location:	Lincoln Elementary	Salary Schedule:	Administrative Salary Schedule
Reports to:	Executive Director of Elementary Education	Contracted days:	202 Day Contract
Additional Training Required:	Yes	Travel required:	Yes
Effective:	Upon Board Approval		
Application Deadline:	Until Filled		

Applications Accepted By:

APPLICANTS MUST COMPLETE AN APPLICATION ONLINE:

Go to web address: www.hammond.k12.in.us
Click on "Employment Opportunities"

Click on the Application link and select the following job preference:

- ES Principal – Lincoln ES – Until Filled

Job Description

Basic Functions:

To oversee the total operation of a school building. This involves staff supervision, curriculum planning, student activities, and building management.

Primary Duties and Responsibilities:

Reports directly to the Executive Director of Elementary Education and is responsible for:

- Assigning appropriate tasks to staff members and ensuring that the tasks are carried out
- Fulfilling the responsibilities required of building administrators as it is outlined in the agreements existing between the Board of School Trustees and the various bargaining units
- Organizing and implementing pupil personnel services appropriate to the student body that are consistent with district policy and administrative regulations
- Assuring that all programs operating in the school are properly maintained, supervised, and evaluated
- Overseeing the procurement, assignment, use, control, and maintenance of facilities, supplies, materials, and equipment
- Developing and maintaining appropriate procedures to ensure that all monies handled by school personnel are properly collected and accounted for
- Interpreting to students, teachers, other staff, and parents, the established policies, rules, Administrative Regulations, and programs applicable to the school
- Encouraging a free flow of communication, especially between students and teachers, parents and teachers, and among students, staff, and parents to facilitate the identification and resolution of concerns, complaints, or problems, and to obtain ideas from all involved to improve the operation of the school
- Implementation of School-Based Restructuring process
- Performing other functions and duties as assigned by the Executive Director of Elementary Education

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Educational Leadership:

- Assisting in the selection and orientation of instructional and classified staff assigned to the school building. This includes necessary conferences, in-service training, and corrective action
- Setting aggressive, transparent school, team, and individual goals and tracking progress of achievement targets, school initiatives, and individual staff development
- Planning and implementing staff development programs
- Supervising and evaluating staff performance
- Knowledgeable of the teaching strategies and skills and content of the curriculum and materials to be utilized in instruction
- Assuring that instructional programs established for the students by the Board of School Trustees and the Department of Curriculum are properly implemented and carried out
- Planning and implementing co-curricular programs and student activities appropriate to the student body that are consistent with district policy and Administrative Regulations
- Serving on district-wide committees and study groups as assigned by the Superintendent or Executive Director of Elementary Education
- Communicating the goals, procedures, and activities of the school to the parents and school community

Requirements:

- Minimum of Masters Degree; Elementary Administration or Building Level Administration License
- Minimum of three (3) years teaching experience
- Three (3) years administrative experience preferred

It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Last Updated By:	Human Resources	Date/Time:	3/22/2021