

Gary Community School Corporation

Turnaround Principal – Lew Wallace Science/Technology/Engineering/Math (STEM) Academy

Job Description

Indiana Principal Certification Required

Masters degree in education, educational administration, curriculum/instruction or a related area from an accredited college or university is required with a strong emphasis on data-informed instruction that raises student achievement as measured by standardized test scores. A minimum of 7-10 years of demonstrated administrative/supervisory experience in a secondary school setting required including documented curriculum development and teacher development. Must have a minimum of five (5) years of successful teaching experience.

The Gary Community School Corporation of Gary, IN requires a Turnaround Principal for Lew Wallace STEM. **Lew Wallace STEM Academy, is a secondary 7-12 configuration school.** The Turnaround Principal will be the key facilitator for ensuring that quality research-based instruction and standards-based curriculum are integrated at all grade levels and in all content areas. Dramatically improving student performance is the impetus of the Turnaround Principal's job description. This principal will lead the process for developing the 2011-12 staff; designing a data analysis system for comparative data review; and moving Lew Wallace STEM Academy staff towards a Professional Learning Community model.

MINIMUM QUALIFICATIONS:

- Masters in curriculum and instruction or related field is required with a strong emphasis on data-informed instruction that raises student achievement as measured by standardized test scores
- IN Principal Certification
- Minimum of 7-10 years of highly successful related experience, including documented curriculum development and teacher development
- Documented skills in leading highly productive teams through complex situation
- Demonstrated mastery of research-based teaching and learning best practices and the ability to lead staff in such practices
- Previous supervision and evaluation of certified staff
- Salary for this position is \$104,000
- 48 week contract; start date July, 2011
- Benefits include: health, vision, dental and life insurance

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Raise ECA (End of Course Assessment) scores, develop Common Core Assessments, attendance rate and graduation rates as indicators of moving school to excellence
- Serve as the leader of the Turnaround initiative with the support of 3 assistant principals
- Facilitate the development of and schedule for Turnaround Principal's Advisory Board
- Facilitate the development of the school administrative team

- Identify, cultivate and facilitate the development of efficient, effective systems, such as leadership, curriculum, pedagogy, assessment, intervention data management and professional development
- React proactively with regard to data analysis
- Create positive relationships with administration, school community members, district/building staff, parents and students
- Communicate effectively with all members of the school community
- Lead change effectively and handle other tasks as assigned

GENERAL RESPONSIBILITIES:

- Oversee, direct and evaluate the teaching and learning teams as outlined in the Transformational Model/Plan
- Direct the development, knowledge management, implementation and evaluation of all aspects of the Transformational Model/Plan
- Direct the creation and execution of the critical systems, such as leadership, curriculum, pedagogy, assessment, intervention, data management and professional development
- Direct all staff in articulating a clear vision of the qualities necessary for effective differentiated instruction within a Professional Learning Community.
- Problem solve with central office and support team any and all roadblocks which arise during implementation of the Transformational Model/Plan
- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior (e.g. develop staff reward/incentive program).
- Recognize patterns and trends related to school performance, analyze complex information to formulate strategic vision consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, and emergency procedures.
- Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the District's philosophy, mission statement and instructional goals.
- Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Evaluate all teachers within the building based upon an approved evaluation instrument.
- Establish procedures for evaluation and selection of instructional materials and equipment.
- Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
- Keep the staff informed and seek ideas for the improvement of the school.
- Organize teaching and learning opportunities and regular collaboration meetings; facilitate regular staff meetings.
- Assume responsibility for the health, safety, and welfare of students, employees and visitors.

- Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
- Communicate regularly with parents, seeking their support and advice, to create a cooperative relationship for student support.

Knowledge of:

- Secondary education curriculum and instructional strategies
- Concepts and ideas found in the Effective Schools research
- Effective instructional strategies for students of varied abilities
- Pertinent federal, state, and local laws, policies, rules, and regulations regarding school administration
- Organizational and management practices as applied to the analysis and evaluation of school programs, policies, and operational needs
- Principles, practices, rules and regulations pertaining to student discipline
- Principles of supervision, training, and performance evaluation
- Principles of management associated with maintaining the school's financial records

Skill in:

- Use of computers and related software applications
- Integration of instructional technology

Ability to:

- Create a vision and articulate it to all members of the school community
- Develop leadership among the teaching staff
- Develop a strong client orientation in all school staff
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Direct and supervise professional staff in performing the administrative functions
- Manage the school's educational and extra-curricular programs, activities, and operations
- Plan and implement an effective student discipline program
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with employees, students, parents, and the public.

METHOD OF APPLICATION:

Job descriptions are located on the GCSC website. Applicants should complete an on-line application. A letter of interest and resume listing training, past job experiences and responsibilities must be submitted to:

Human Resources Department
Gary Community School Corporation
www.garycsc.k12.in.us
Click on "Career Opportunities"

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