



Eastbrook Community Schools

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NOTICE OF VACANCY

Position Title: Middle School Principal

Location: Eastbrook Middle School

Effective Date: August 1, 2024

Application Deadline: Until Filled

Reports to: Superintendent

Qualifications:

- Shall possess or qualify for an administrative license in the State of Indiana
- Shall demonstrate successful training or teaching experience
- Shall possess a desire to work with students, staff and the school community
- Shall possess knowledge and experience in the areas of curriculum and instruction
- Shall possess and demonstrate the leadership skills necessary to fulfill the responsibilities of the position
- Shall possess management and supervisory skills necessary for the fulfillment of assigned duties

Responsibilities:

- Demonstrate positive and cooperative relationships with other staff members and supervisors
- Demonstrate a sense of responsibility and loyalty toward the operation of the school corporation
- Be aware of school and school corporation policies, which relate to assigned responsibilities and follow established guidelines and practices
- Take the initiative in the fulfillment of school duties and attempt to be dependable, prompt and accurate in the completion of responsibilities
- Attend all building-level meetings and be an active member of the administrative staff
- Facilitate operation and supervision of all programs and activities of the school
- Make recommendations to the Superintendent for the effective and efficient operations of the building, when necessary
- Maintain a program of community relations to enhance the involvement in and support of school programs
- Maintain personnel including the assignment, transfer, demotion, promotion, and dismissal of all staff and make necessary recommendations to initiate such actions

- Oversee the overall academic program of the school including: providing leadership in curriculum, instruction and assessments, and making recommendations and proposals when necessary for the improvement of school programs to the Principal.
- Share the Case Conference Coordinator's role for all special education referrals and Annual Case Reviews
- Be a supportive and active member of the Administrative Team by supporting programs and personnel district-wide and offering assistance in the overall leadership role of the district
- Assist with extra-curricular and co-curricular programs and supervision
- Assume additional responsibilities as may be assigned

If you are an interested potential candidate and would like to apply for the Middle School Principal position, please mail the following documents to Brett Garrett, Superintendent, Eastbrook Community Schools, 560 S 900 E Marion, IN 46953 or email: bgarrett@eastbrook.k12.in.us

- Letter of Interest
- Resume
- Completed administrator application found at: <https://eastbrook.k12.in.us/employment/>
- University transcripts
- Three letters of reference including address, phone numbers and emails
- Copy of valid license(s)

Eastbrook Community Schools Corporation
560 S 900 E, Marion, IN 46953
Phone: (765) 664-0624 Fax: (765) 664-0626
www.eastbrook.k12.in.us