



Randolph Central School Corporation

103 N. East Street • Winchester, IN 47394 • Telephone (765) 584-1401 • Fax (765) 584-1403

Rolland T. Abraham, Ed.S.
Superintendent

Lisa Chalfant
Curriculum Director/Grant Writer

Linda Dodd
Treasurer

Debrah L. Anderson
Deputy Treasurer

PRINCIPAL WINCHESTER COMMUNITY HIGH SCHOOL

Qualifications:

- Indiana Building Principal License
- High school teaching experience preferred

Job Description: The principal provides leadership and direction in supporting the goals and mission of Randolph Central School Corporation.

Job Responsibilities

- Coordinates efforts to create and implement a vision for the school and defines desired results.
- Ensures that the school's identity, vision, and mission drive school decisions.
- Develops, implements, and monitors the outcomes of school improvement and school-wide student achievement data results to improve student achievement.
- Creates and maintains a safe, clean, and orderly learning environment.
- Works with and engages staff in the development and continuous refinement of a shared vision for effective teaching and learning by implementing a standards-based curriculum, relevant to student needs and interests, research-based effective practice, academic rigor, and high expectations for student performance in every classroom.
- Creates a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school-wide improvement goals, identify and address areas of improvement and celebrate successes.
- Implements student interventions that differentiate instruction based on student needs.
- Selects and retains teachers with the expertise to deliver instruction that maximizes student learning.
- Supports data-driven professional development and sharing of effective practice by thoughtfully providing and protecting staff time intentionally allocated for this purpose.
- Advances instructional technology within the learning environment.
- Creates, develops and sustains relationships that result in active student engagement in the learning process.
- Utilizes meaningful feedback of students, staff, families, and community in the evaluation of school programs and policies
- Treats all people fairly, equitably, and with dignity and respect.
- Protects the rights and confidentiality of students and staff.
- Demonstrates personal and professional standards and conduct that enhance the image of the school and the educational profession.
- Create and support a climate that values, accepts and understands diversity in culture.
- Builds a culture of high aspirations and achievement for every student.
- Leads a school culture and environment that successfully develops the full range of students' academic, creative, social-emotional, behavioral and physical learning capacities.
- Appropriately represents the district in all settings and communicates effectively with all stakeholders, including central office personnel, community members, parents, staff and students.
- Ensures the proper management of finances, equipment, materials and resources of the building.
- Ensures that facilities are safe, well maintained and student centered.
- Additional responsibilities as assigned by the Superintendent.

Application available at www.rc.k12.in.us

Please send a letter of interest, resume, transcripts, application, and question responses to:

Rolland Abraham, Superintendent
Randolph Central School Corporation
103 N. East Street
Winchester, IN 47394
rabraham@randolphcentral.us

EDUCATION

College or University	Dates	Location	Major	Minor	Degree	Date

EXPERIENCE

Educational – List in order beginning with present position.

School and District	Dates	Type of Position	Reason for Leaving

REFERENCES

Listed individuals should be qualified to evaluate your personal and teaching qualifications. Please include administrators, supervisors, employers, critic teachers and/ or college professors.

Name	Position	Address	Telephone Number

HONORS AND DISTINCTIONS

List honors, awards, commendations, elected or appointed offices held, or other distinctions received.

MEMBERSHIPS AND AFFILIATIONS

Educational and Other

COMMUNITY ACTIVITIES

Specify Community

PROFESSIONAL QUESTIONS

Please answer the following questions on additional sheets.

1. List and describe the talents and skills that you possess which would make you a successful principal of a high school.
2. Briefly identify and describe your three most significant professional accomplishments.
3. Describe your educational philosophy, emphasizing any trends, theories, and/or concepts that have influenced your perspective about and approach to leadership and student learning.
4. Specify your involvement with developing, aligning, and implementing curriculum. Describe your experiences with the school improvement processes.
5. Characterize your philosophy of human resource management, including hiring, leading, supervising, evaluating, and the disciplining of employees.
6. What does quality professional development look like at a high school setting? What influences a leader's decisions about who receives training and the focus of those training sessions? Name any professional development activities that you assisted in planning and facilitating at the secondary level.
7. Specify the role that a high school should play in the functioning of an entire school system, relating the role to the elementary and middle school levels.
8. Define the role that parents and community members should play in a high school.
9. Outline your philosophy of student discipline. Explain how you might involve students, teachers, parents, and others in the process.
10. How would others characterize your leadership style?

The Randolph Central School Corporation Board policy is to hire only individuals who are United States Citizens or aliens authorized to work in the United States. This Board also shows no discrimination on the basis of race, color, creed, religion, sex, age, handicap or national origin. Any applicant who feels that he or she cannot work with or supervise, or work under the supervision of other employees of any race, color, creed, religion, sex, age, handicap or national origin should not actively seek employment in the Randolph Central School Corporation.

You are not required to disclose information about physical or mental limitations that you believe will not interfere with your ability to do the job. On the other hand, if you want the employer to consider special arrangements to accommodate a physical or mental impairment, you may identify that impairment and suggest the kind of accommodation, which you believe, would be appropriate. (Attach sheet).

- Yes No 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer?
- Yes No 2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?
- Yes No 3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual conduct with another person, mishandling of funds, or criminal conduct?
- Yes No 4. Have you ever been charged with or investigated for physical or sexual abuse of another person?
- Yes No 5. Have you ever been charged with, pleaded guilty or "no contest" to, or been convicted of, any crime involving sexual abuse of any person or any other crime of moral turpitude?
- Yes No 6. Have you ever been convicted of a misdemeanor and/or felony, or ever entered a plea of guilty or a plea of "no contest", or has any court ever deferred further proceedings without entering a finding of guilty or placed you on probation for a crime?

If you have answered "yes" to any of the previous six questions, please explain, including the date of the incident, charge, any court action taken, the offense in question, and the address of any court involved.

Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.

My signature below constitutes authorization to check my employment history, including without limitations, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any private or public employer or any state, local or federal agency. I further authorize those persons, agencies or entities that Randolph Central School Corporation contacts in connection with my employment application to fully provide Randolph Central School Corporation any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Randolph Central School Corporation, its agents and officials or against any provider of such information.

I understand that any false or misleading information on this application shall be sufficient grounds to refuse employment, and/or for termination of contract.

Signature

Date