



# 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

**Julie Northcutt**  
Assistant Superintendent  
for Curriculum & Instruction

**Linda Dodd**  
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## **WINCHESTER COMMUNITY HIGH SCHOOL VACANCY HIGH SCHOOL BUSINESS TEACHER**

Job Description: Winchester Community High School has an opening for a Business Teacher for the 2021-2022 school year.

The Business teacher is a highly qualified and state certified teacher responsible for delivering business content in a differentiated manner that is aligned with the Indiana Academic Standards for Business Education. This role will require the candidate to teach a variety of students in grades 9-12.

### Job Requirements

- Have a working knowledge of best practices in business education and Indiana Academic Standards for Business
- Guide, motivate and engage students in learning
- Maintain a safe classroom, using appropriate classroom management skills
- Maintain open communication and professional relationships with all stakeholders
- Utilize instructional materials/curriculum/resources recommended for the district
- Attend and participate in required staff meetings and building-wide trainings and initiatives
- Maintain effective and efficient record keeping procedures, including the regular updating of grades electronically
- Model professional and ethical standards when dealing with students, parents, peers, and community
- Performs other duties and responsibilities as assigned by the school administration

### Job Qualifications

Licensed and highly-qualified in the area of Business Education

Willingness to become credentialed as a dual credit Business Instructor

Knowledge of state, district and school policies and procedures

Ability to interpret district policies, procedures and data

Strong communication, public relations, and interpersonal skills

Contact Information: Karla Reed, Principal  
Winchester Community High School  
700 North Union Street, Winchester, IN 47394  
[kreed@randolphcentral.us](mailto:kreed@randolphcentral.us)

Application Procedure:

1. Complete district application form: [https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/315393/Certified\\_Application\\_Form\\_2013.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/315393/Certified_Application_Form_2013.pdf)
2. Send the Application and the following information to: [kreed@randolphcentral.us](mailto:kreed@randolphcentral.us)

Letter of interest

Copy of transcripts

Copy of teaching license

3 References