



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
Treasurer

Debrah L. Anderson
Deputy Treasurer

Randolph Central School Corporation

POSTING – INTERNAL ONLY

ASSISTANT PRINCIPAL

Position: Assistant Principal for Early College at Winchester Community High School

Qualifications: Valid Indiana Building Administrator's License or willingness to pursue as well as a valid Indiana Library/Media License

Major Areas of Responsibility:

1. Director of Early College
 - a. Ivy Tech Liaison
 - b. Student Registration and Enrollment
 - c. Student Grade Management for dual credit
 - d. CELL and RECN connections
 - e. Work with principal and other SLT members to focus on curriculum development, supports for student success, and implementing the eight core principles of Early College
 - f. Manage Early College data and utilize data to make programming decisions
 - g. Manage endorsement and re-endorsement process in conjunction with principal and SLT
2. Testing Coordinator 6-12
 - a. Assessments include: NWEA, ILEARN, PSAT 8/9, PSAT NMSQT, Knowledge Assessment, SAT, ACT, and ASVAB
3. Data collection and interpretation
 - a. Assist in managing and organizing secondary data in EES ANALYTICS
 - b. Assist teachers and other stakeholders in interpreting data and making curricular decisions based on trends
4. Professional Development
 - a. Data interpretation and analysis
 - b. Create data driven professional development for ELA teachers (ILEARN, PSAT, SAT, and other formative and summative assessments)
 - c. Create professional development based on the Early College and its needs.
 - d. Observe ELA teachers in non-evaluative way and provide feedback and curricular assistance
5. Assist in development of master schedule for DMS/WCHS
6. Supervise Corporation Libraries (License Required)
7. All other duties assigned by the building Principals.

Contract:

200 day contract
Position begins July 1, 2021

Application:

- Please send a letter of interest and resume to:
Mrs. Karla Reed, Principal
Winchester Community High School
700 Union Street
Winchester, IN 47394

The deadline for submissions is July 22, 2021.