



## RANDOLPH CENTRAL SCHOOL CORPORATION

103 N. East Street, Winchester, IN 47394

### Secondary Assistant Principal POSTING

**Position:** Secondary Assistant Principal: Primarily at Winchester Community H.S. & assisting at Driver M.S.

**Qualifications:** Valid Indiana Building Administrator's License

**Responsibilities:** The following are not specific but general. Other duties may be assigned as needed.

1. Assist the principals in administering the schools
2. Coordinate club and activity meetings
3. Responsible for drug testing
4. Assist with hiring new staff
5. Coordinate discipline procedures for high school and assist with middle school discipline
6. Supervise extracurricular activities
7. Coordinate student handbooks for high school and middle school
8. Assist with professional development
9. Teacher & Staff Evaluations
10. Coordinate lunch supervision
11. Acquire substitute teachers
12. Assist Testing Coordinator with standardized testing as needed
13. Assist with special education conferences
14. School attendance & tardies
15. Coordinate with the alternative school
16. Organize the keys for the facility
17. Coordinate the student awards program

**Contract:** 205 days

Position begins as soon as is practical this school year

**Application:**

- Applications are available online at: <https://5il.co/6t86>
- Please send letter of interest, resume, application, transcripts, and three letters of reference by **Monday, September 27, 2021** to:

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

and

**Mr. John Lash**  
**Driver Middle School**  
**700 North Union Street**  
**Winchester, IN 47394**  
[jlash@randolphcentral.us](mailto:jlash@randolphcentral.us)