

## High School Principal

### Job Information:

Title/Position: Principal  
Date Posted: April 24, 2023  
Date Closed: Wednesday, May 16, 2023, or until position is filled  
Category: Administration (220 day contract)  
Employment Type: Full Time  
Start Date: Monday, July 1, 2023  
Corporation Name: Loogootee Community School Corporation  
School: Loogootee High School  
Level: High School

### Job Description:

- Support daily managerial and operational tasks assigned by superintendent
- Supervise student body throughout the school day and assist with after school activities supervision
- Investigate and address disciplinary issues in accordance with student handbook
- Monitor student attendance and address truancy issues in collaboration with SRO and student support staff
- Oversee random student drug testing program
- Evaluate school personnel
- Serve as district liaison for homeless and foster children including McKinney-Vento
- Monitor, track, and conference with students regarding virtual / online courses
- Monitor, track, and conference with families and students concerning placement in 504 program
- Assist with state reporting as assigned
- Other duties as assigned

### Job Qualifications:

- Valid Indiana Administrative License or evidence to obtain

### Contact Information:

Name: Shelley Christmas - Director of Curriculum and Technology  
Email: [schristmas@loogootee.k12.in.us](mailto:schristmas@loogootee.k12.in.us)

### Application Materials:

- Letter of interest
- Resume with references
- Copy of license or explanation on how to obtain
- College Transcripts
- Completed Certified Employment Application ([www.loogootee.k12.in.us](http://www.loogootee.k12.in.us) under "Employment")