

**BROWNSBURG COMMUNITY SCHOOL CORPORATION**

**NOTICE OF VACANCY**

March 13, 2024

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<b>Position:</b>	<b>ADMINISTRATIVE</b> Assistant Principal – Team 2025
<b>Building:</b>	Brownsburg High School
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Certification in building administration</li><li>• Secondary teaching or building administrative experience preferred</li><li>• Ability to lead and develop others</li><li>• Strong personal attributes in the areas of communication, collaboration, integrity, and a team player</li><li>• Proven excellent verbal and written communication skills</li><li>• Strong human relations skills, including professional tact, diplomacy and presentation</li></ul>
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Assists the principal and associate principal in the overall administration of the school including establishing and maintaining an effective learning environment</li><li>• Assists with school level decision-making and promotes positive school / community relations within a diverse environment</li><li>• Directs the grade level team for full educational program, including student orientation, registration activities, and data collection and analysis</li><li>• Works proactively to develop relationships with students and families to maximize grade level attendance and maintain the highest level of student conduct</li><li>• Works alongside staff and other administrators to ensure the best possible instructional strategies and processes are utilized to assist all students in achieving at the highest level</li><li>• Assists the principal in conducting an on-going assessment of educational programs, including strengths and areas in need of improvement using formal and informal data</li><li>• Generates and maintains records, reports and documentation as required by law and corporation policy and procedures</li><li>• Attends school-related activities and events to oversee student behavior and achievements</li></ul>
<b>Application deadline:</b>	3 p.m., Friday, March 29, 2024
<b>Start Date:</b>	Beginning with the 2024-25 school year Position is a 220-day position
<b>Contact:</b>	<i>Submit online application, letter of interest, resume, copy of license, 2 letters of recommendation and transcripts at:</i> <a href="http://www.brownsburg.k12.in.us">www.brownsburg.k12.in.us</a>  Jodi Gordon, Director of Human Resources Brownsburg Community School Corporation 310 Stadium Drive Brownsburg, IN 46112 PH: 317-852-5726

**Equal Opportunity**

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Title IX Coordinator/Assistant Superintendent, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.