

**BROWNSBURG COMMUNITY SCHOOL CORPORATION**

**NOTICE OF VACANCY**

April 15, 2024

- 
- Position:** ADMINISTRATIVE  
Special Education Department Head - Grades 6-12  
(220-day contract)
- Qualifications:**
- Current Indiana teaching license in any area of special education PLUS a license in administration (or pursuing)
  - At least 3 years of experience in secondary settings
  - Highly effective organizational and interpersonal skills
  - Excellent verbal and written communication skills
  - Proven effective leadership ability and high moral character
  - Ability to promote the corporation goals
- Responsibilities:**
- Provide support and leadership to the special education department grades 6-12
  - Lead curriculum, instruction and program improvements within the department
  - Lead and organize Professional Learning Communities and department meetings
  - Provide leadership to teachers to continuously improve instruction, classroom management, programs and curriculum using data and research
  - Conduct certified and support staff evaluations
  - Provide mentoring to staff within the department
  - Ensure compliance with special education requirements, policies and procedures
  - Serve as a member of the leadership advisory team within the building and as a role model for teamwork within the building and department
  - Demonstrate the ability to collaborate and effectively communicate with team members and administration
  - Develop relationships with parents and community leaders with the purpose of creating partnerships for improved school / community relations
- Last Day for Completed Application Process:** 3 p.m., Friday, April 26, 2024
- Start Date:** Starting with the 2023-24 contract year
- Contact:** *Submit online application, letter of interest, resume, copy of license, 2 letters of recommendation and transcripts at:*  
[www.brownsburg.k12.in.us](http://www.brownsburg.k12.in.us)
- Jodi Gordon  
Director of Human Resources  
Brownsburg Community School Corporation  
444 East Tilden 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.