



# CLARKSVILLE COMMUNITY SCHOOLS

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Office of the Superintendent • 200 Ettel Lane • Clarksville, IN 47129-1898  
(812) 282-7753 • FAX (812) 282-7754

## Notice of Vacancy

### **Principal Clarksville Elementary School**

#### **Qualifications:**

- Possess appropriate Indiana Administrators license
- Building administrator experience preferred
- Demonstrate effective building leadership skills
- Demonstrate the ability to use data to drive instructional decisions
- Possess a strong understanding of effective literacy instructional models and best practices
- Demonstrate excellent written and verbal communication skills

#### **Responsibilities:**

- Ensures the achievement of mission and vision of Clarksville Elementary School and the Clarksville Community School Corporation
- Responsible for the coordination of the day-to-day operations of the school
- Provides academic and organizational leadership for certified and classified staff
- Coordinates and facilitates programming that supports student achievement
- Is a self-starter with a strong sense of personal accountability and responsibility with the ability to work well in a fast paced, creative and collaborative environment
- Ensures the continuous professional development of all staff
- Maintain internal and external assessment systems and help teachers use assessment data to improve the quality of their instruction
- Participates and collaborates as a member of the Superintendent's Cabinet
- Recommends budget expenditures and manage fiscal resources
- Maintains active, positive relations with school-community constituents
- Establishes and implements procedures for student services including student conduct, discipline, attendance and extracurricular activities
- Responsible for submission of state and local reports when applicable
- Serves as Corporation's Title 1 Coordinator
- Attends all board meetings and makes presentations when needed
- Coordinates and attends events that recognize student achievement
- Coordinates and attends school sponsored activities, functions and athletic events
- Performs other duties as assigned by Clarksville Administration

#### **Salary/Benefits:**

- \$83,900 (plus benefits)
- 209 contract days

**Application Process:**

- Letter of interest
- Resume, complete with professional references
- Copy of administrative license

**Submit Application Materials To:**

Office of the Superintendent

200 Ettel Lane

Clarksville, Indiana 47129

[hrupprecht@clarksvilleschools.org](mailto:hrupprecht@clarksvilleschools.org)

**Deadline to apply** – Position Open until Filled

**NONDISCRIMINATION POLICY**

*It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, gender, national origin, age, limited English proficiency, or handicapping condition in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Any concerns with regard to Section 504/ADA and Title IX, may be directed to the attention of the Superintendent of Schools, 200 Ettel Lane, Clarksville, IN 47129, Phone 812 282-7753.*