



Adrienne Goldman, Principal  
Dr. Matthew Pait, Assistant Principal  
Christine Allred, Director of Counseling  
Jill Samons, Counselor  
Levi Carmichael, Athletic Director

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## **NOTICE OF VACANCY**

### **HIGH SCHOOL ASSISTANT PRINCIPAL/DEAN OF STUDENTS**

**School:** Clarksville High School

**Period of Time:** Full time position for remainder of the 2023-2024 school year

**Qualifications:**

- Appropriate Indiana certification in Administration and Supervision.
- Demonstrate effective building leadership skills.
- Demonstrate excellent written and verbal communication skills.
- Demonstrate technology proficiency.
- Possess the ability to work independently and manage time effectively.
- Building administrator experience preferred.

**Essential Responsibilities:**

- Assist in carrying out the mission and vision of Clarksville High School.
- Passionate about improving public education.
- Maintain active, positive relations with the students, staff, parents/guardians, and the school community.
- Assist with the implementation of procedures for student services including student conduct, discipline, attendance, IEP, ILP, and 504 plans.
- Assist with curriculum and assessment activities and be an active instructional leader.
- Create and promote programs which facilitate positive school culture and interaction with the community.
- Collaborate and communicate with other administrative staff.
- Prepare state and local reports as required.
- Attend and supervise special events that recognize student achievement, school sponsored activities, functions, and athletic events.
- Perform other duties as assigned.

**Salary:** Consistent with Board approved administrator salary schedule

Resumes will be accepted until the position is filled. Applicants must email a letter of interest, resume, application and transcripts to Adrienne Goldman, CHS Principal, at [agoldman@clarksvilleschools.org](mailto:agoldman@clarksvilleschools.org).

**Note: application can be found at [www.clarksvilleschools.org](http://www.clarksvilleschools.org)**

*It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions 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).*

**Date: November 13, 2023**