

~NOTICE OF VACANCY ~

Clarksville Elementary Assistant Principal for Early Learning Academy

School: Clarksville Elementary School

Position Title: Assistant Principal for Early Learning Academy

Period of Time: Full time position for the 2025 - 2026 school year.

Salary: Consistent with Board Approved Administrator Salary Schedule

Qualifications:

1. Appropriate Indiana certification in administration and supervision.
2. Demonstrate effective building leadership skills.
3. Demonstrate excellent written and verbal communications skills.
4. Demonstrate technology proficiency.
5. Possess the ability to work independently and manage time effectively.
6. Building administrator experience preferred, but not required.

Essential Functions: Primary oversight curriculum, instruction and operations of Early Learning Academy.

1. Assist in carrying out the mission and vision of Clarksville Elementary School and the Early Learning Academy.
2. Passionate about improving public education.
3. Maintain active, positive relations with school community constituents.
4. Establish and implement procedures for student services including student conduct, discipline, attendance, state testing, 504 plans and IEP plans.
5. Assist with curriculum and assessment activities and be an active leader in the instructional Leadership Team.
6. Collaborate and communicate with other administration staff.
7. Prepare state and local reports as required.
8. Supervise assigned athletic events and other special events.
9. Attend special events that recognize student achievement, school sponsored activities, and other functions.
10. Effectively implement other duties as assigned by the administration.

Salary: Schedule as adopted for the 2025 - 2026 school year.

Resumes will be accepted until the position is filled. Applicants must email a letter of interest, resume, application, and transcripts to Ms. Jennifer Bishop, Administrative to the Superintendent at jbishop@clarksvilleschools.org. The application can be found on the corporation website at 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: May 19, 2025



CLARKSVILLE
ELEMENTARY SCHOOL

700 North Randolph Avenue
Clarksville, Indiana 47129
812. 282.1447 (office)
812.280.5019 (fax)