

Clverdale Community School Corporation

310 East Logan St. • Cloverdale, Indiana 46120 • (765) 795-4664 • (765) 795-5166 Fax

Greg Linton
Superintendent

Cathy Ames
Curriculum Director

Heather Stokes
Executive Secretary

Mendy Shrout
Treasurer

Sara Zaring
Deputy Treasurer

VACANCY POSTING **CERTIFIED POSITION**

CLOVERDALE MIDDLE SCHOOL PRINCIPAL

POSITION	LOCATION	POSTING DATE	FINAL DATE TO NOTIFY SUPERINTENDENT
Cloverdale Middle School Principal	Cloverdale Community Schools	April 16, 2024	April 30, 2024

Job Responsibilities:

1. Provide instructional leadership to ensure high academic standards and student achievement.
2. Oversee curriculum development and implementation in alignment with state standards.
3. Supervise and evaluate teaching staff to support professional growth and instructional quality.
4. Manage school budget and allocate resources effectively.
5. Collaborate with district administration and stakeholders on school improvement initiatives.
6. Foster a positive school climate that promotes safety, respect, and inclusivity.
7. Communicate with parents and community members to build partnerships and address concerns.
8. Implement and enforce school policies and procedures in accordance with district guidelines.
9. Conduct regular staff meetings and professional development sessions.
10. Coordinate standardized testing and analyze data to drive instructional decisions.
11. Address student discipline issues in a fair and consistent manner.
12. Support special education programs and services to meet diverse student needs.
13. Ensure compliance with state regulations and educational mandates.
14. Lead crisis management and emergency response efforts.
15. Participate in hiring processes for school personnel.
16. Develop and maintain relationships with local businesses and organizations for community engagement.
17. Promote extracurricular activities and student leadership opportunities.
18. Monitor school facilities and coordinate maintenance and upgrades.
19. Attend district meetings and collaborate with other principals.
20. Stay informed about educational trends and research-based practices.
21. Advocate for equitable resources and opportunities for all students.
22. Implement technology initiatives to enhance teaching and learning.
23. Serve as the primary spokesperson for the school.
24. Celebrate student achievements and recognize staff contributions.
25. Continuously assess and adjust school goals based on data and feedback.

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Salary:
TBD

Days:
220

Benefits:
Administrative Package

Application Available:

Download the application at www.cloverdale.k12.in.us or obtain one through the Superintendent's Office at
310 E. Logan Street
Cloverdale, IN 46120
Phone: (765) 795-4664

In addition to completing an application, attach resume and other related information.

Contact:

Greg Linton, Superintendent
310 E. Logan Street
Cloverdale, IN 46120
Phone: (765) 795-4664

Note to Current Employees:

To apply for any of the above position, you may (1) e-mail a letter of application and resume and related materials to the superintendent and/or (2) send a hard copy letter of application and resume and related materials to the superintendent.

Cloverdale Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity.