

**HIGH SCHOOL ASSISTANT PRINCIPAL and ATHLETIC DIRECTOR'S  
CONTRACT OF EMPLOYMENT**

This contract (hereafter "this Contract") alters the basic teacher contract for the employment of Brian Jones as High School Assistant Principal and Athletic Director by the Board of School Trustees of the Sheridan School Corporation by consent of the parties in the manner permitted by Indiana Code 20-6.1-4-18. This contract is an addendum to Brian Jones' regular teacher's contract.

**1. Parties to this Contract and Definition of Terms:**

The parties to this Contract are the:

"High School Assistant Principal" meaning Brian Jones and the "Board" meaning the Board of School Trustees acting as the governing body of the Sheridan School Corporation.

The term "school year" as used in this Contract means a period beginning on July 1 of one calendar year and concluding on June 30 of the following calendar year.

The term, Master Agreement, as used in the Contract means the contract between the Board and the Sheridan Classroom Teachers negotiated pursuant to Indiana Code 20-29-1-1 et seq.

**2. Employment of High School Assistant Principal/Athletic Director and Term of Employment:**

The Board employs the High School Assistant Principal-Athletic Director and the High School Assistant Principal-Athletic Director agrees to be employed by the Board as the High School Assistant Principal-Athletic Director of Sheridan Community Schools for a period beginning on July 1, 2017 and concluding on June 30, 2018 subject to the terms of this Contract.

The parties agree that the High School Assistant Principal-Athletic Director shall provide services on 220 days during each school year. The 220 days includes paid days for conferences, workshops and seminars.

The Board agrees to review the High School Assistant Principal-Athletic Director's performance at least once a school year as defined above, and at any other time the Board may desire.

**3. Qualifications of the High School Assistant Principal-Athletic Director:**

The duties of the High School Assistant Principal-Athletic Director shall include, but not be limited to:

**Qualifications:**

- Education: Masters' Degree or higher.
- Valid Indiana Principals License.
- Minimum of three years' classroom teaching experience.
- Initial contract-2 years.
- Skills and knowledge: Possesses leadership qualities, aspires to improve as a professional educator; has a sense of humor; works effectively with others; budgets time effectively; has ability to communicate well, both verbally and written; has good judgment and ability to function under stress and pressure; has good broad knowledge of the whole middle/high school programs; has ability to delegate and organize; has ability to listen; and is a student advocate.

**Reports To:** Superintendent or Building Principal.

**Supervises:** All certified and non-certified personnel assigned to Sheridan High School and Middle School. Primary supervisor for all coaching staff.

**Job Goal:** To provide effective leadership in educational programs, staff and general day to day operation of Sheridan High School.

**4. Duties for Assistant Principal designation:**

**Curriculum and Instruction**

The High School Assistant Principal shall be responsible for daily discipline issues:

- Utilize student handbook as a guide to effectively handle disciplinary issues
- Make contact with Police, Prosecutor's office as necessary and required
- Refer to IDOE in some instances regarding disciplinary procedures and recommendations
- Contact parents/families regarding disciplinary consequences and concerns with student behavior.

The High School Assistant Principal will work with attendance issues pertaining to students:

- Make recommendations regarding the resulting in the loss of credit
- Loss of driving license
- Letter to Prosecutor's office for excessive absences as required by law.
- Parental contact
- Will assist with staff, students, parents and board to look at possible changes to the student handbook for each year (usually done 2<sup>nd</sup> semester of each year). Present to the school board for approval.
- Will assist in the interviewing and hiring of new personnel.
- Coordinate Saturday School detentions (find coverage).
- Maintain open lines of communication with the local police for activity security and general issues.
- Assist the Principal with teacher observations/evaluations using SCS approved

evaluation procedures and forms.

- Assist with daily supervision (lunch, halls, etc....).
- Will ensure bell schedules are maintained and make appropriate changes.
- Will coordinate split lunches and numbers in each group.
- Will monitor security cameras and review incidents (when needed).
- Will assist the SCS Administrative team with year-end activities.

### **Management**

- The High School Assistant Principal-Athletic Director is to keep the Superintendent completely and continuously informed as to the condition of the school and its activities.

### **School Safety**

- Will attend school safety conferences and maintain safety certification.

### **Other**

- The High School Assistant Principal-Athletic Director shall perform such other duties as may be assigned by the Superintendent, Administration Assistant, and/or building Principal.
- The High School Assistant Principal-Athletic Director will assist the principal, staff and student orientation needs.
- The High School Assistant Principal-Athletic Director will arrange for keys to be given out to new employees.

## **5. Duties of the Athletic Director designation:**

The duties of the Athletic Director shall include, but not be limited to,

- Schedule and chair an Athletic Council meeting for each sports season to create open communication between coaches and outline expectations for all coaches.
- Assist with the implementation and coordination of Board Policy and SHS Athletics Policies in regards to athletes (i.e. random drug screenings)
- Schedule set-up for athletic contests and any other arrangements
- Schedule games and prepare contracts for athletic games and contests
- Contact officials for games
- Coordinate with staff to schedule gate workers for all games
- Coordinate with staff to schedule concession workers for all games
- Create and deliver a written evaluation of coaching staff
- Hire head and assistant coaches
- Schedule game workers (announcers, scoreboard, timers, etc.)
- Arrange for the supervision of athletic contests
- Attend conference and county AD meetings
- Prepare schedules to outside organizations (papers, posters)
- Arrange for the submission of rosters to opponents and media
- Inventory, purchase and distribute equipment
- Purchase equipment and uniforms
- Communicate with parents, coaches, officials, opponents, and SHS staff

- Fundraisers
- Letter jackets
- Pay Athletic Department bills
- Set up athletic physical date
- Check for physicals prior to participation
- Maintain IHSAA tournament records and financial information

**6. Salary and Benefits:**

Effective July 1, 2017, the High School Assistant Principal-Athletic Director shall be paid \$83,174.82 for the 2017-2018 school year. The salary shall be payable in the same manner as salaries are paid to other Sheridan administrators.

The Assistant Principal-Athletic Director shall receive Health insurance, dental, vision, long term disability insurance, and life insurance paid by Sheridan. Health insurance shall be family coverage, including the applicable Sheridan medical, dental and vision coverage. Per the Sheridan policy, the Assistant Principal shall pay \$1 per year for the benefits.

**7. Professional Expenses:**

Sheridan shall pay Assistant Principal-Athletic Director's reasonable expenses in registration, lodging, meals, and transportation for professional education and development events. These will be reimbursed on a board approved claim form only. The Assistant Principal-Athletic Director shall also receive paid membership in IASP (Indiana Association of School Principals).

**8. Legal Counsel**

"The Board agrees to provide the Administrator with legal counsel selected and paid for by the Board and to defend and indemnify and hold the Administrator harmless for all claims, demands and judgments arising out of the performance of duties with the Administrator's scope of employment.

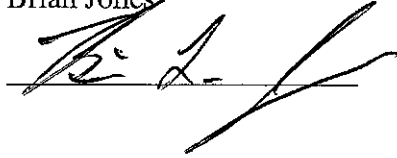
**9. Contract as a Public Record:**

The parties further agree that to the extent that this Contract is inconsistent with the basic teacher contract this Assistant Principal-Athletic Director Contract replaces the terms of this Contract shall control.

This Contract is executed this Nov 21, 2017. A copy is placed with the basic teacher contract.

ASSISTANT PRINCIPAL-ATHLETIC DIRECTOR

Approved:  
Brian Jones



Approved:

Doug Miller  
Superintendent

BOARD OF SCHOOL TRUSTEES:  
SHERIDAN COMMUNITY SCHOOLS

By:

President: [Signature]

Attest:

[Signature]  
Secretary

[Signature]  
Vice President

[Signature]  
Member

[Signature]  
Member