

**HIGH SCHOOL/MIDDLE SCHOOL ASSISTANT PRINCIPAL'S CONTRACT
OF EMPLOYMENT**

This contract (hereafter "this Contract") alters the basic teacher contract for the employment of (Insert Name Here) as High School/ Middle School Assistant Principal 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 Kent Davis' regular teacher's contract.

1. Parties to this Contract and Definition of Terms:

The parties to this Contract are the:

"High School/Middle School Assistant Principal" meaning Kent Davis 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/Middle School Assistant Principal and Term of Employment:

The Board employs the High School/Middle School Assistant Principal and the High School/Middle School Assistant Principal agrees to be employed by the Board as the Middle School Assistant Principal of Sheridan 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/ Middle School Assistant Principal 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/ Middle School Assistant Principal's performance at least once a school year as defined above, and at any other time the Board may desire.

3. Duties of the High School/Middle School Assistant Principal:

The duties of the High School/ Middle School Assistant Principal shall include, but not be limited to,

Qualifications:

- Education: Masters' Degree or higher.
- Valid Indiana Principal's 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: Assigned certified and non-certified personnel by Building Principal to Sheridan High School and Sheridan Middle School.

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

Duties: Curriculum and Instruction

- Supervise middle school students including student discipline and attendance on a daily basis and will help as needed at the high school in these areas. Will facilitate and implement consistent student management procedures.
- 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.
- Assist staff, students, parents and board to look at possible changes to the student handbook for each year (usually done 2nd semester of each year). Present to the school board for approval.
- Supervise after-school middle school activities.
- Coordinate with the Principal all special convocations and student assemblies.
- Monitor and make recommendations to principal regarding substitute teachers and staff in the building.
- Monitor, evaluate, and implement safety procedures to be administered in the middle school.
- Coordinate alternative bell schedules.
- Coordinate and work with the middle school counselor and local service organizations to better serve needs of middle school students.

- Monitor and coordinate with the middle school counselor and test coordinator all state mandated testing for middle school students.
- Will make recommendations to the principal regarding building maintenance, upkeep and facility needs and equipment and supply purchases.
 - Monitor and store all records pertaining to middle school students and assist the principal in completing all required reports and documents.
- Will be a member of interview team when hiring new faculty and staff.
- Assist with the development and planning of summer school programs.
- Evaluate curriculum and instruction while focusing on student needs.
- Recommends professional development opportunities within departments, middle school, high school, and SCS.
- Observe and evaluate staff as outlined by SCS policies. Provide teachers/staff with feedback to assist with their personal and professional growth.
- Perform all other duties as assigned by the building principal.

Management

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

Other

- The High School/ Middle School Assistant Principal shall perform such other duties as may be assigned by the Superintendent, Administration Assistant, and/or building Principal.
- Review, coordinate and recommend all fundraisers.
- Collaborate with the Athletic Director and other Administrators to cover athletic supervision.
- Assist the principal, staff and student orientation needs.
- Arrange for distribution of keys to be given out to new employees.

4. Salary and Benefits:

Effective July 1, 2017, the High School/Middle School Assistant Principal shall be paid \$74,698.62 for the 2017-2018 school year. The salary shall be payable in the same manner as salaries are paid to other Sheridan administrators.

The High School/Middle School Assistant Principal may receive Health insurance, dental, vision, long term disability insurance, and life insurance paid by Sheridan. Health insurance may be family coverage, including the applicable Sheridan medical, dental and vision coverage. Per the Sheridan policy, the Assistant Principal may pay \$1 per year for the benefits.

5. Professional Expenses:

Sheridan shall pay High School/Middle School Assistant Principal'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 High School/Middle School Assistant Principal shall also receive paid membership in IASP (Indiana Association of School Principals).

6. 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.

7. Contract as a Public Record:

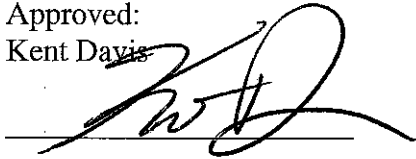
The parties further agree that to the extent that this Contract is inconsistent with the Assistant Principal basic teacher contract this Contract replaces, the terms of this Contract shall control.

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

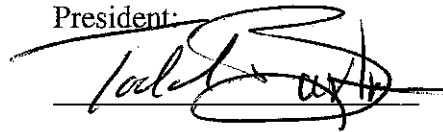
High School/Middle School Assistant Principal

BOARD OF SCHOOL
TRUSTEES: SHERIDAN
COMMUNITY SCHOOLS

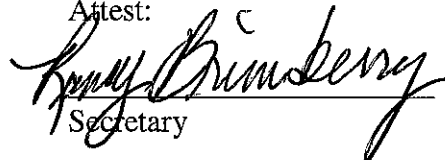
Approved:
Kent Davis



By:
President:



Attest:

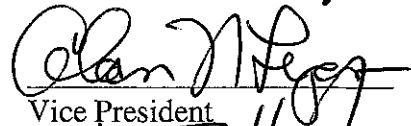


Secretary

Approved:



Superintendent



Vice President

Member



Member



Member