

**ELEMENTARY SCHOOL ASSISTANT PRINCIPAL'S**  
**CONTRACT OF EMPLOYMENT**

This contract (hereafter "this Contract") alters the basic teacher contract for the employment of Valerie Roberts as Elementary 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 Mrs. Robert's regular teacher's contract.

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

The parties to this Contract are the:  
"Elementary School Assistant Principal" meaning Valerie Roberts 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 Elementary School Assistant Principal and Term of  
Employment:**

The Board employs the Elementary School Assistant Principal and the  
Elementary School Assistant Principal agrees to be employed by the  
Board as the Elementary 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 Elementary 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 Elementary 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 Elementary School Assistant Principal:**

The duties of the Elementary School Assistant Principal 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 elementary 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 Elementary School.

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

**Duties: Curriculum and Instruction**

- The Elementary School Assistant Principal will supervise Elementary school students including student discipline and attendance on a daily basis.
- The Elementary School Assistant Principal will supervise after-school elementary school activities.
- The Elementary School Assistant Principal will coordinate with the Principal all special convocations and student assemblies.
- The Elementary School Assistant Principal will monitor and make recommendations to principal regarding substitute teachers and staff in the building.
- The Elementary School Assistant Principal will monitor, evaluate, and implement safety procedures to be administered in the elementary school.
- The Elementary School Assistant Principal will develop, coordinate with facility and Elementary School Principal, and implement consistent student management procedures.
- The Elementary School Assistant Principal will coordinate and work with the elementary school counselor and local service organizations to better serve needs of elementary school students.
- The Elementary School Assistant Principal will monitor and coordinate with the elementary school counselor and test coordinator all state mandated testing for Elementary school students.
- The Elementary School Assistant Principal will make recommendations to the principal regarding building maintenance, upkeep and facility

needs and equipment and supply purchases.

- The Elementary School Assistant Principal will monitor and store all records pertaining to elementary school students and assist the principal in completing all required reports and documents.
- The Elementary School Assistant Principal will be a member of interview team when hiring new faculty and staff.
- The Elementary School Assistant Principal will coordinate with principal and counselor in developing and planning summer school programs.
- The Elementary School Assistant Principal will assess, coordinate evaluate curriculum and instruction while focusing on student needs.
- The Elementary School Assistant Principal recommends professional development opportunities within departments, elementary school and SCS.
- The Elementary School Assistant Principal will observe and evaluate staff as outlined by SCS policies. Provide teachers/staff with feedback to assist with their personal and professional growth.
- The Elementary School Assistant Principal will perform and all other duties as assigned by the building principal.

#### **Management**

- The Elementary School Assistant Principal is to keep the Superintendent completely and continuously informed as to the condition of the school and its activities.
- The Elementary School Assistant Principal shall assist with the attendance and conduct of the pupils.

#### **Other**

- The Elementary School Assistant Principal shall perform such other duties as may be assigned by the Superintendent, Administration Assistant, and/or building Principal.

#### **4. Salary and Benefits:**

Effective July 1, 2017, the Elementary School Assistant Principal shall be paid \$79,952.71 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 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 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 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.

ASSISTANT PRINCIPAL

BOARD OF SCHOOL  
TRUSTEES: SHERIDAN  
COMMUNITY SCHOOLS

Approved:  
Valerie Roberts

Valerie Roberts

By:  
President:

Todd Roberts

Attest:

Randy Brumbaugh  
Secretary

Approved:

Doug Mills  
Superintendent

Alan Hegon  
Vice President

TRH  
Member

Stoll Roberts  
Member