

Nettle Creek School Corporation

Vacancy Notice:

Principal--Hagerstown Jr.-Sr. High School

Nettle Creek School Corporation Superintendent, Mrs. Emily Schaeffer, has announced a vacancy notice for the position of Principal at Hagerstown Jr.-Sr. High School. This position is a 225-day administrative position who will report to the Superintendent of Schools. Regardless of experience and qualifications, candidates should be driven, possess a strong work ethic and willingness of continued growth, and be a people person.

Required Qualifications:

- 5 years of K-12 certified experience
- Licensure in Building Level Administration

Essential Duties and Responsibilities:

- Serve as the instructional leader and chief officer of the school
- Lead the school's Instructional Leadership Team (ILT)
- Serve on the District Instructional Leadership Team
- Participate in the development of Cluster meetings
- Evaluate and counsel all staff members regarding their individual and group performance
- Assist in the development and supervise the school's master schedule
- Lead the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff
- Supervise all professional, paraprofessional, administrative, and support personnel attached to the school
- Supervise all activities and programs that are outgrowths of the school's curriculum
- Supervise and evaluate the school's extracurricular program
- Assume responsibility for all school correspondence
- Develop programs to attract students to grow enrollment
- Pursue grant writing to support school programs
- Supervise the daily use of the school facilities for academic and nonacademic purposes.
- Provide general supervision to students
- Assume ownership of all things connected to the school
- Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals/other publications, and discussing problems of mutual interest with others in the field

- Provide for adequate inventories of school property and for the security and accountability for that property
- Respond to written and oral requests for information
- Participate in administrative meetings and other meetings as required or appropriate.
- Maintain effective systems of communication with and not limited to parents, staff, students, and community members
- Maintain a positive attitude while supporting school and corporation goals
- Other duties as assigned

Contract Days + Salary:

- Competitive Salary
- Administrative Benefits Package
- 225 Day Contract

Application Process:

- Send an email to Mrs. Schaeffer (eschaeffer@nettlecreek.k12.in.us), Superintendent of Schools, expressing interest in the position. This should be a single email that includes your letter of interest and updated resume.
- Complete the certified application found [here](#).

Timeline:

- Vacancy announced on Friday, May 9, 2025.
- Application deadline is Wednesday, May 21, 2025.
- Board approval is set for Wednesday, June 11, 2025.
- Successful applicant's first day is scheduled to be Tuesday, July 1, 2025.