



Principal Position

John Marshall Middle School, Indianapolis Public Schools

Submit Letter of Interest to Dr. Jesse Pratt: PrattJ@myips.org; Apply online [HERE](#)

Application Questions: SnoufferAR@myips.org

Beginning the school year 2017-18, IPS will open a new middle school at John Marshall. This middle school will serve the students of the east side of Indianapolis. The new school will be designed around the unique needs of early adolescents by focusing on their intellectual, social, physical, and emotional needs of the students.

IPS is looking for a leader who can: improve academic achievement for all students; understand young adolescence; provide a challenging curriculum; create supportive and safe environment; and able to develop relationships with families and community members.

We are now accepting applications for the position of Principal at John Marshall Middle School.

Please submit a letter of interest to Dr. Jesse J. Pratt (prattj@myips.org).

EDUCATION and/or EXPERIENCE

- Master's degree required.
- Applicable Indiana Administration and Supervision license required.
- A minimum of three years' teaching experience and experience in an administrative or supervisory capacity. Must possess successful experiences working with a diverse population of students and faculty.

SUMMARY

Serve as the chief administrator of a school in developing and implementing policies, programs, curriculum activities and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

ESSENTIAL DUTIES AND RESPONSIBILITIES; other duties may be assigned.

- Conceptualizes the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school.
- Ensures that the school program is compatible with the legal, financial, and organizational structure of the school system. The principal defines the responsibility and accountability of staff members and develops plans for interpreting the school program to the community.
- Provides activities that facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- Identifies the annual objectives for the instructional, extra-curricular, and athletic programs of the school
- Ensures those instructional objectives for a given subject and/or classrooms are developed, and involve the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal provides opportunities for staff participation in the school program.



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- Evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data. The principal supervises and appraises the performance of the school staff.
- Maintains inter-school system communications and seeks assistance from central office staff to improve performance. The principal maintains good relationships with students, staff, and parents. The principal complies with established lines of authority.
- Orients and assists new staff members and new students and provides opportunities for their input into the school program.
- Encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members.
- Directs and maintains records on the materials, supplies and equipment, which are necessary to carry out the daily school routine. The principal involves the staff in determining priorities for instructional supplies.
- Organizes, oversees, and provides support to the various services, supplies, materials and equipment provided to carry out the school program. The principal makes use of community resources.