

## **PRINCIPAL'S CONTRACT OF EMPLOYMENT**

This contract (hereafter "this Contract") alters the basic teacher contract for the employment of Dean Welbaum as 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 Mr. Welbaum's regular teacher's contract.

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

The parties to this Contract are the:

"Principal" meaning Dean Welbaum 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 Principal and Term of Employment:**

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

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

#### **Qualifications:**

- Education: Masters' Degree or higher.
- Valid Indiana Elementary Principals Certificate.
- 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

**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 Principal will assist in the development and review of district goals and objectives.
- The Elementary Principal shall be responsible for the assistance of instructional leadership in the building.
- The Elementary Principal shall hold the key position, in the development of curriculum and in planning and adapting the courses of study to meet the needs and interests of children and parents in the community according to their values and beliefs all the while insuring that the required programs and adopted textbooks are in use.
- The Elementary Principal shall continuously appraise and evaluate the instructional programs.

**Management**

- Supervision of students both during the school day and at school activities.
- The Elementary Principal shall be responsible to the Superintendent for all organization, administration, and supervision within the building including assisting with legal requirements of fire and other emergency drills; extra-curricular fund accounting; student academic, attendance and health records; the textbook rental program; fund raising programs; all curricular and extra-curricular supervision in the building; and all federal and state compliance requirements and documentation.
- The Elementary Principal is to keep the Superintendent completely and continuously informed as to the condition of the school and its activities.
- The Elementary Principal shall be responsible to provide reasonable care for the health and welfare of the children and teacher reporting any unsafe condition for reporting any unsafe condition for repair, removal, etc.
- The Elementary Principal shall be responsible for the classification, promotion, or retention of students within the elementary school.
- The Elementary Principal and Special Education Director shall implement and supervise the building special education program including serving as the chairperson of the case conference committee and serve as the chairperson for the communication handicap preschool case conferences.
- The Elementary Principal shall assist with the conduct of the pupils.

- The Elementary Principal will assist in providing transportation services and assist in resolving any problem which may arise.
- The Elementary Principal will approve and assist in ordering supplies, textbooks, equipment and all materials necessary for the operation of the school and maintain an accurate inventory of all facilities, equipment and material assigned to the school.
- The Elementary Principal will assist with completing all required reports as related to her/his building and file in a timely manner with the Superintendent.
- The Elementary Principal will arrange special conferences between parents and teachers.
- The Elementary Principal will assist with securing all needed substitutes when necessary.

### **Community Relations**

- The Elementary Principal shall be responsible for maintaining good public relations with the community and for utilizing community resources to enrich the learning program.
- The Elementary Principal will be responsive to needs and concerns of parents and other community members in the school district.
- The Elementary Principal shall attend school sponsored activities and P.T.O. functions.
- The Elementary Principal shall provide information to parents about school programming.

### **Professional Growth**

- The Elementary Principal shall take an active interest in local, state and national professional organizations to promote professional improvement.

### **Personnel**

- The Elementary Principal shall assist in the selection, replacement, retention and assignment of the teaching staff within the building.
- The Elementary Principal will orient newly assigned staff members assisting in their development as appropriate and assigning mentors as required.
- The Elementary Principal has primary responsibility in assisting with the supervision of all certified and non-certified staff.
- The Elementary Principal will assist with the supervision of the Title I staff, paraprofessionals, and support staff.

### **In-Service Programs**

- The Elementary Principal shall assist with the planning of staff meetings needed for the proper functioning of the school.
- The Elementary Principal will cooperate with college and university officials regarding teacher training programs.

### **Other**

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

**4. Salary and Benefits:**

Effective July 1, 2017, the Principal shall be paid \$86,501.81 for the 2017-2018 school year. The salary shall be payable in the same manner as salaries are paid to other Sheridan administrators.

Principal 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 Principal may pay \$1 per year for the benefits.

**5. Professional Expenses:**

Sheridan shall pay 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 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 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.

PRINCIPAL

Approved:  
Dean Welbaum

Dean Felbaum

Approved:

Doug Mills  
Superintendent

BOARD OF SCHOOL  
TRUSTEES: SHERIDAN  
COMMUNITY SCHOOLS

By:  
President:

[Signature]

Attest:

[Signature]  
Secretary

[Signature]  
Vice President

[Signature]  
Member

[Signature]  
Member