



Dr. David Clendening
Superintendent

Dr. Brooke Worland
Assistant Superintendent

Ms. Tina Jobe
Chief Financial Officer

Mr. Matt Sprout
Executive Director of Technology

Mr. Benji Betts
Executive Director of Operations

Vacancy Notice

Internal applicants should send letter of interest and resume to wagnerr@franklinschools.org
External applicants must apply online at www.franklinschools.org

DATE: September 17, 2025

POSITION: Interim Assistant Principal

LOCATION: Franklin Community High School

NUMBER OF DAYS PER YEAR: Remainder of the 2025-2026 school year

REQUIREMENTS: Administrative license required. Successful teaching experience required. Three - five years administrative experience preferred. See job description (below) for specific details.

BENEFITS: Administrative Package

POSITION BEGINS: November 1, 2025

APPLICATION DEADLINE: Open until filled

CONTACT: Mr. Ryan Wagner, Interim Principal, wagnerr@franklinschools.org

Dr. David Clendening
SUPERINTENDENT

All applicants considered for hire after July 1, 2009 must obtain a criminal history background check and expanded child protection index check subject to I.C. 20-26-5-10. This background check will be completed through a third-party vendor prior to receiving an offer of employment with the cost being borne by the district. If selected for an interview, additional information will be provided at the time of interview.

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

Franklin Community School Corporation
High School Interim Assistant Principal
Job Description

Job Title: Interim Assistant Principal
Department: Franklin Community High School
Assignment: Interim Assistant Principal
Supervised by: Principal

Purpose: Provide leadership and support to the educational process.

Duties and Responsibilities:

1. Oversee the Special Education and Alternative Education programs in the building
2. Assist in the planning and developing of professional learning communities
3. Coordinate and monitor teachers evaluation schedule and protocol
4. Coordinate management of building facilities
5. Coordinate school safety protocols
6. Manage bell schedules
7. Co-Chair School Improvement Committee
8. Track graduation cohort data
9. Complete graduation audits
10. Assist with master scheduling
11. Responsible for hiring and evaluating classified staff
12. Supervise Student Activities (Clubs, Prom, athletic events, etc.)
13. Assist in student disciplinary matters

Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Job Requirements:

- Must have an Indiana principal's license
- Master's degree or higher from an accredited college or university
- Successful classroom teaching experience

Knowledge, Skills, and Abilities Required:

- Ability to lead and work with a diverse population
- Ability to communicate effectively, orally and in writing, with others and to develop positive relationships with others
- Ability to supervise, evaluate, and develop effective employees
- Ability to use data effectively to inform decision-making
- Ability to develop, plan, and implement short and long-range goals
- Knowledge and experience in improving student achievement and in closing the achievement gap
- Ability to communicate and collaborate with other professionals in the development of educational programs
- Ability to analyze and solve problems
- Ability of make administrative and procedural decisions and judgments on sensitive, confidential issues
- Skill in organizing and managing resources and establishing priorities
- Conflict resolution and /or mediation skills

Working Conditions and Physical Effort:

- This position has no unusual working conditions or physical effort requirements.

Revised Date: 9.2025