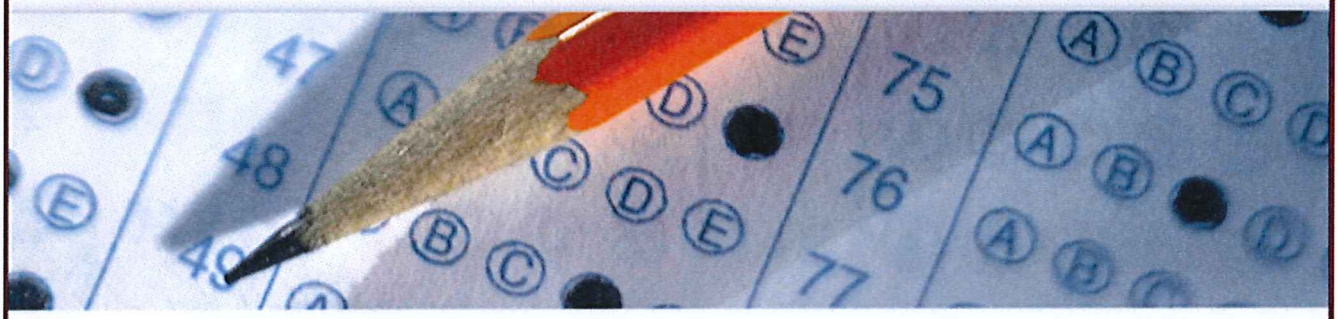
Appendix 1:

External Partners

STI Achievement Services



McCulloch Junior High School

Marion, Indiana

STI Education Data Management Solutions

Executive Summary

This Statement of Work is intended to provide detailed information regarding the STI Achievement Services program to be provided by STI for McCulloch Junior High School, Marion, Indiana.

Achievement Services is a comprehensive program designed to:

- Assist schools in planning and executing instructional change to improve student achievement
- Provide personalized, professional, technological and data-driven instruction to education professionals
- Make gains towards AYP goals

Summary of Project Approach

STI Achievement Services is a coaching service designed to assist schools in data-driven decision making. The service starts with a review of student test data from ISTEP. Using the analysis, the STI Achievement Team in collaboration with the administration and educators of participating schools will design and develop a plan of action. STI Achievement Services will provide opportunities for professional learning, individualized professional development, assistance with the development of curriculum maps, and recommendations for current research-based and evidence-based strategies to address areas in need of improvement.

STI Achievement Services recognizes the unique needs of districts as well as individual schools. The team is committed to providing the best method of coaching in the schools served. STI Achievement Services will provide school/district with appropriate proposals to meet the individualized needs of the school/district.

Implementation of coaching services and improvement plan will begin upon acceptance of the STI Achievement Services Statement of Work.

STI Achievement Services will collaborate with the administration of the school and/or district to plan the partnership and create a suitable timeline for delivery.

STI Achievement Services will implement the services outlined in the Completion Criteria section of the Statement of Work. The following components may be included in the implementation of the plan:

- On-site coaching days, professional learning, data meetings, and evaluation days
- Resources are included in the services
- Collaboration with administrators throughout the plan, as needed to provide support and assistance in all areas of planning, communication, scheduling, etc.
- Coaching for teachers with specific areas of need
- Creation, administration, and data analysis of formative assessments
- Collaboration on the curricular mapping or pacing guide for the area in need of improvement
- Professional learning based on areas of specific need including the provision of research-based and evidence-based strategy training

Logistics

Completion Criteria

The tasks below will describe the criteria for the purposes of this contract.

- **Review of all relevant test data including ISTEP along with district assessments from the 2010 to current school year**
- **Administrative days for scoping, planning, monitoring progress of implementation**
- **Curriculum review and revisions for specified subject areas to determine alignment with state standards and that all standards are addressed in a rigorous manner**
- **Provide guidance and support for teachers to help create appropriate formative assessment as well as develop a variety of assessment techniques that target higher level thinking skills.**
- **Data/professional development meetings to discuss relevant assessment data, discuss teaching strategies, determine standards to reteach and reassess, discuss revisions to the assessments, etc.**
- **Professional development to assist teachers in effectively using available technology in the building (i21Zone services)**
- **STI Assessment software for 800 students**

Total onsite days for year 1: 56 days to be delivered to McCulloch Junior High School. Cost includes all materials, data analysis, preparation, and travel needed to deliver this contract.

The total cost to deliver the STI Achievement Services package to McCulloch Junior High School for **year 1** will be **$170,880**. The cost is based upon STI's current understanding of the project scope and past experience in executing these types of engagements. Included in the stated cost of the project are items listed under *Completion Criteria.*

Total onsite days for year 2: 36 days to be delivered to McCulloch Junior High School. Cost includes all materials, data analysis, preparation, and travel needed to deliver this contract.

The total cost to deliver the STI Achievement Services package to McCulloch Junior High School for **year 2** will be **$110,625**. The cost is based upon STI's current understanding of the project scope and past experience in executing these types of engagements. Included in the stated cost of the project are items listed under *Completion Criteria.*

Total onsite days for year 3: 28 days to be delivered to McCulloch Junior High School. Cost includes all materials, data analysis, preparation, and travel needed to deliver this contract.

The total cost to deliver the STI Achievement Services package to McCulloch Junior High School for **year 3** will be **$86,700**. The cost is based upon STI's current understanding of the project scope and past experience in executing these types of engagements. Included in the stated cost of the project are items listed under *Completion Criteria.*

Signature

An authorized signature below indicates acceptance by the district of this Statement of Work.

McCulloch Junior High	For STI:
Signature	Signature
Printed Name	Printed Name
Title	Title
Date	Date

Appendix A: Project Change Control Procedure

It may become necessary to amend the Statement of Work for various reasons.

In the event that it is necessary to change this Statement of Work, the following process will be followed:

> A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, reasons for the change, and the effect the change will have on the project, which may include scheduling changes, pricing, etc. A PCR may be initiated by either STI or client based on the situation.

INDIANA WESLEYAN UNIVERSITY

1900 WEST 50TH STREET
MARION, INDIANA 46953-9393
765-677-2350
800-621-8667 TOLL FREE
765-677-1131 FAX

SCHOOL OF EDUCATIONAL LEADERSHIP

Memorandum of Understanding

Marion Community Schools – School Improvement Grant
McCulloch Junior High School
Indiana Wesleyan University

This Memorandum of Understanding (MOU) is made the 1st day of July, 2014 (Effective Date) by and between the Marion Community Schools (hereinafter "MCS") and Indiana Wesleyan University (hereinafter "Institution") (together, the "parties"). Under this Agreement's terms, the Institution may offer credit to MCS teachers who register for graduate credit courses offered under this Agreement. To be qualified to receive graduate credits through the Institution, the student must hold a bachelor's degree from an accredited college or university and satisfy all admission requirements of the Institution's Graduate School and Registrar's Office. Graduate credits will be offered through the Institution's School of Educational Leadership and be subject to the academic policies associated with the Institution's College of Adult and Professional Studies. This MOU outlines mutually agreed upon terms for the development, design, and delivery of:

- Principal/Leadership Team Coaching Mentor (i.e., equivalent to a 3 credit hour graduate course per year)
- Job-Embedded Professional Development for McCulloch teachers and administrators (i.e., equivalent to a 3 credit hour graduate course per year)
- Annual Evaluation/Reporting on Cultural Transformation of the School (i.e., equivalent to a 3 credit hour graduate course per year)

Both parties agree that enrollment in the course will be limited to teachers and administrators employed by the Marion Community Schools.

The Parties mutually agree:

1. **Term:** This Agreement is effective as of the Effective Date and shall terminate three (3) years from the Effective Date, unless previously terminated by either Party. Any extension, renewal or amendment of this Agreement shall be in written form and signed by the Parties for a fourth year (or more).

2. **Termination:** Either Party may terminate this Agreement, with or without cause at any time, by giving the other Party thirty (30) days' written notice.

3. **Institution's Responsibilities**:

    A. Institution warrants it is authorized to operate under applicable law, including any regulatory agency's rules and regulations pertaining to student registration and teacher licensing.

B. In accordance with Institution's internal guidelines and relevant regulations, Institution shall offer graduate course work, to administrators and teachers of the Marion Community Schools who register for such through the Institution as a part of this Agreement.

C. The Marion Community Schools shall pay tuition and be financially responsible for associated fees, books, and/or materials associated with each graduate course charged by the Institution for the delivery of graduate course offerings. Institution will invoice the Marion Community Schools at a cost not to exceed $1,500 per teacher for a 3 credit hour graduate course.

D. Institution shall be responsible for implementing and enforcing policies stated in Institution's University Catalog and Student Handbook including, but not limited to, policies pertaining to academic honesty, withdrawal, re-enrollment, grade disputes and all other policies important to all students undertaking professional development courses or degree work at the Institution.

E. Institution is required by Institution's own rules and regulations to hire Institution approved professors for courses offered in this Agreement.

F. Institution is responsible for payment to all professors hired to instruct courses offered in this Agreement.

G. Institution is responsible to provide to the Marion Community Schools information regarding the Institution's authorization to operate/enroll administrators and teachers for the purpose of earning graduate credits.

H. Institution shall provide the following scope of work and deliverables over the period of August 2014 through May 2017:

Deliverable:	**Year 1**	**Year 2**	**Year 3**
1. Leadership Mentoring/Coaching **Year One:** The Institution will provide a change specialist to mentor/coach the building principal during the first year of the SIG Grant, emphasizing six constructs of transformational leadership through the development, implementation and monitoring of a professional growth plan for the new building principal. **Year Two:** The Institution will provide a change specialist to the principal and work collaboratively to develop a Guiding Coalition of leaders to assume responsibility for local decision making related to transformational change to the school culture beginning with the second year of the grant. **Year Three:** The Institution will continue to provide a change specialist to provide technical assistance to the principal and Guiding Coalition of leaders during the third year of the grant. Work will include the monitoring of a school improvement plan conceptualized, implemented and monitored in its totality by School leadership, which adheres to the six constructs of McCulloch's transformational model.	$10,000	$10,000	$2,500

Deliverable:	Year 1	Year 2	Year 3
2. Job-Embedded Professional Development **Year One:** The Institution will provide a highly qualified subject matter expert to deliver job-embedded professional development equivalent to 3 graduate credit hours associated with EDUT 530, Culturally Responsive Teaching. A Professional Development Schools model will be provided by the Institution to allow for the University subject matter expert to interact with teachers and administrators through a hybrid delivery system of intensive, job-embedded face-to-face sessions, as well as, asynchronous professional development opportunities supported by Pearson Learning Studio, the exclusive Learning Management System of Indiana Wesleyan University. This deliverable will include the tracking of teacher and administrator performance in the course and will integrate additional training provided through other external technical assistance providers, such as STI. **Year Two:** The Institution will utilize the Professional Development Schools model from Year One to provide job-embedded professional development equivalent to 3 graduate credit hours associated with EDTL 580, Leading Teachers in Data Analysis and Data-Driven Decision Making. **Year Three:** The Institution will work with the Guiding Coalition of the School to customize professional development training for the School around a construct of transformational leadership. Leaders from the McCulloch Guiding Coalition will be responsible for working with the Institution to design, deliver, and evaluate job-embedded professional development utilizing the Professional Development Schools model from Year One of the SIG grant.	**$45,000** **(Assumes 30 teachers at $1,500 each.)**	**$45,000** **(Assumes: 30 teachers at $1,500 each.)**	**$22,500** **(Assumes: 15 teachers at $1,500 each.)**
Deliverable:	**Year 1**	**Year 2**	**Year 3**
3. Annual Evaluation & Reporting The Institution will administer an online version of the Stages of Concern Questionnaire (SoCQ), created by Dr. Gene Hall, and available through the Southern Regional Education Laboratory (SREL). University researchers will work collaboratively with the Principal and the Guiding Coalition of the School to measure the degree to which transformation has occurred within McCulloch Junior High School. The SoCQ measures teacher and administrator attitudes and dispositions toward the six constructs associated with the School's transformation model and reports data along a continuum of concern, ranging from an "awareness" of the need for change to a level of "refocusing" that represents the highest readiness level for transformational change within the existing School Culture. Reports/analysis will be provided annually to the School, the LEA, and SEA by University researchers.	**$2,500**	**$2,500**	**$2,500**

4. **MCS's Responsibilities:**

   A. Graduate courses to be offered through this Agreement will encourage and support each Party's commitment to providing lifelong learning to students. Course approval will be managed by the Institution's School of Educational Leadership and will be subject to the Academic Affairs approval of that School.

   B. MCS will provide space for onsite delivery of graduate course work per the terms of course delivery in this Agreement. Moreover, MCS will provide the Institution with recommended credentials so that the Institution can create password, restricted access to the Learning Management System that will be offered in a web-based environment and which will warehouse all professional development materials associated with this Agreement.

   C. The graduate courses offered under this Agreement will be delivered via an online delivery system or at McCulloch Junior High School where the Institution has authorization to offer graduate courses associated with this Agreement.

   D. MCS will promote the Institution as the exclusive Higher Education Partner working with McCulloch Junior High School.

   E. MCS will collaborate with the administrative leadership of Institution's School of Educational Leadership and Registrar's office to establish appropriate systems regarding collection of student demographic and academic information, student enrollment, grading, etc. and will comply with confidentiality regulations as identified by FERPA and/or Institution.

   F. MCS shall provide program and fiscal oversight to any grants awarded through this Agreement.

5. **Limitation of Liability:** MCS will incur no financial obligation to Institution.

6. **Mutual Indemnification:** The parties shall defend, indemnify and hold each other and respective party's officers, directors, representatives, agents and employees harmless from and against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement.

7. **Miscellaneous Provisions**:

   A. Authority. The undersigned individuals hereby represent that they are authorized to execute this Agreement on behalf of their respective organizations, and each Party represents that this Agreement constitutes a legal and binding obligation of the Parties.

   B. Severability. If any provision of this Agreement or the application thereof shall be determined to be void by a court of competent jurisdiction, then so long as such determination shall not significantly affect any other material provisions of this Agreement and continue to allow this Agreement to be performed in the reasonable expectations of both Parties, then this Agreement and all such other provisions shall remain in full force and effect.

C. Notices. Any notice required or permitted to be provided under this Agreement shall be in written form and shall be deemed to have been duly given if mailed via first class mail, or by a reputable overnight delivery service, or by personal delivery, and directed to the address of such Party set forth below:

Contact Information
Marion Community Schools
1240 S. Adams St.
Marion, IN 46952
Attn: Brad Lindsay
Superintendent
Phone: (765) 662-2546

Contact Information
Indiana Wesleyan University
4201 S. Washington St.
Marion, IN 46953
Attn: Dr. David Wright
President
Phone: (765) 677-3061

D. Complete Agreement. This Agreement represents the Parties' final and complete Agreement, and this Agreement shall supersede all other understandings, discussions and/or Agreements between the Parties with regard to the subject matter in this Agreement.

E. Governing Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Indiana.

F. Counterparts. The Parties agree that separate copies of this Agreement be signed by each of the Parties to the Agreement and these copies will have the same force and effect as if the original had been signed by all Parties. A faxed, photocopied or electronically transmitted signature shall be considered an original signature.

G. Modification, Additional Writings: The provisions of this Agreement may be modified or amended only by a written agreement signed by all of the Parties which expressly references this Agreement. The Parties shall execute and deliver any and all other documents reasonably necessary to achieve the aims and provisions of this Agreement.

H. Waiver: Any waiver in any particular instance of any right, provision or limitation contained in this Agreement shall not be deemed and is not intended to be a general waiver of any rights or limitations contained in this Agreement and shall not operate as a waiver beyond the particular instance.

I. Binding Effect: This Agreement is binding upon and shall inure to the benefit of the Parties and each of their respective agents, employees, representatives, attorneys, officers, directors, divisions, subsidiaries, affiliates, assigns, beneficiaries, successors, assigns and shareholders.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date.

ACCEPTED BY MARION COMMUNITY SCHOOLS:

Signature _____ Date _____ / _____ / _____

Name _____ Title _____

ACCEPTED BY INDIANA WESLEYAN UNIVERSITY:

Signature _____ Date _____ / _____ / _____

Name _____ Title _____

Appendix 2:

District Level Resumes

Brad Lindsay

Superintendent of Marion Community School Corporation
Mobile: 765-618-1918; W: 765-662-2546 x 125 **Brad.lindsay@Marion.K12.in.us**

Professional Objective:

To be a be an effective executive leader of a collaborative learning community that outstanding students, faculty and staff, parents, alumni, business leaders, board members and patrons desire to see at the helm of the best Indiana School Corporations.

Professional Experience:

2013 to Present	**Marion Community Schools** Superintendent Marion, Indiana	
2010-2013	**Mooresville Consolidated School Corporation** Superintendent Mooresville, Indiana	
2008-2010	**Mooresville Consolidated School Corporation** Assistant Superintendent Mooresville, Indiana	
2004-2008	**Triton Central High School** Fairland, Indiana	Principal *2006 Indiana Distinguished Principal* *2006 IASP District 10 Principal of the Year*
2007-Present	**Indiana Wesleyan University** Marion, Indiana	Adjunct Faculty *M.Ed. & School Leadership*
2001-2004	**Jay County High School** Portland, Indiana	Assistant Principal/Athletic Director
1997-2001	**Westfield High School** Westfield, Indiana	Activities Director/Head Boys Basketball Coach *1999 Hamilton County Coach of the Year*
1996-1997	**Elwood High School** Elwood, Indiana	Teacher/Head Boys Basketball Coach
1995-1996	**Lakeview Christian** Marion, Indiana	Teacher/Head Boys Basketball Coach
1994-1995	**Lexington Academy** Dallas, Texas	Athletic Director/Head Coach
1993-1994	**Anderson University** Anderson, Indiana	Physical Education Activities Instructor/ Men's Assistant Basketball Coach
1992-1993	**Lexington Academy** Dallas, Texas	Athletic Director/Head Coach *1992 Texas Class 1-A Coach of the Year*
1986-1992	**Lexington Academy** Dallas, Texas	Teacher/Head Coach *1992 1-A State Champions Basketball & Baseball*

Education:

Ed.S. **Specialist Degree**: Major; School Superintendency, Indiana State University, Terre Haute, IN, December, 2006

Principal Licensure Program: School Leadership, Indiana Wesleyan University, Marion, IN

Masters of Education (M.Ed.): Major; Curriculum and Instruction, Indiana Wesleyan University, Marion, IN, October, 1999

Bachelors of Career Arts (B.S.): Dallas Baptist University, Dallas, Texas, August 1988

Recognition, Honors, Awards:

- 2012 IBCA Superintendent of the Year
- 2007-2008 National Honor Council for NASSP
- 2007-2009 IASP District 10 President
- 2007-2008 IASP Legislative Team
- 2006-2007 Indiana Distinguished High School Principal
- 2006-2007 IASP District 10 High School Principal of the Year
- 2006-2007 IASP District 10 Vice-President
- 1999 Hamilton County Boys Basketball Coach of the Year
- 1992 Texas Class A Basketball Coach of the Year
- 1992 Texas Class A Baseball Coach of the Year
- 1992 Texas North-South All-Star Game Head Coach North Team

Professional Associations and Activities:

- Host South Central Superintendents' Monthly Study Council 2008 - present
- Board of Directors of CIESC, Area 31 Career, West Central Cooperative 2010 - present
- IAPSS, IASBO, ISBA, IASP, NASSP, ASCD, NCA, Pi Lambda Theta
- Adjunct Faculty, M. Ed. and School Leadership Indiana Wesleyan University
- Serving as Indiana's High School Representative to the National Council for NASSP
- Serving as IASP District 10 President 2007-2008 & 2008-2009
- 2007-2008 IASP Legislative Team Member
- Facilitator for 2008 IASP Fall Conference and member of advisory team
- CELL'S Fall Conference Advisory Committee 2008
- Indiana Association of School Principals 2007, 2008 Summer Leadership Retreats
- Served as IASP District 10 Vice President 2006-2007
- Co-authored chapter 5 *Accountability in Action* for Viewpoints Understanding The Issues That Shape Education Today Published by Prentice Hall with Dr. Charlie Hobbs
- Co-authored an article and designed workshop with Mr. Jim Ellsberry and Dr. Charlie Hobbs regarding Classroom Learning Walks and Cognitive Coaching Conferences
- Presented at Clinic of Champions Spring 2006
- Facilitated IASP New Administrators Conference August 2005
- Presented at IASP Aspiring Principals Conference April 2005
- Presented at IASP Assistant Principals Conferences Fall 2005, 2006
- Presented at IASP Principal Conferences Fall 2005, 2006
- Presented at state NCA Conference Fall 2005
- Prepared presentation for National NCA Conference Spring 2006
- Completed NCA four day training to serve as an external chair

Amy Marie Rauch

♦ 14418 Mourning Dove Lane #101 ♦ Noblesville, Indiana 46060♦ (317) 407-3359
♦amyrauch@yahoo.com

Objective

To obtain a position as Assistant Superintendent.

Education

IN Licensed Administrator (K-12) and Teacher - English (5-12)
Mishawaka High School - 1989
English – University of Tennessee Knoxville, TN – 1989-1991
B.A. Arts and Letters – English - Michigan State University East Lansing, MI - 1993
Teacher Certification – Indiana University Bloomington, South Bend, IN – 1994
Professional Educator's License – Master of Science in Education – Purdue University – 2004
Doctoral Degree in Educational Leadership/Superintendent's License – Purdue University-ABD

Awards

Assistant Principal of the Year for District 5 – 2006
Athletic scholarship for volleyball- University of Tennessee (89-90) Michigan State University (91-92)
Marion High School – lead to getting off of IN state takeover/probation to a letter grade of C
Penn High School -lead the Smaller Learning Communities and Professional Learning Communities

Administrative Experience

Assistant Principal – Elwood Community Middle School – 2004-2006

Principal – Elwood Migrant Summer School – 2007 & 2008 & 2009

Principal – Elwood Community Middle School – 2006-2010

Secondary Instructional Coordinator- Marion Community School Corporation- 2010-2011

Director of Curriculum- Penn-Harris-Madison School Corporation-2011-2012

Superintendent- Charles A. Beard Memorial School Corporation-June 2012-June 2013

Assistant Superintendent and Chief Academic Officer- Marion Community Schools- July 2013 – Present

Speaking Engagements

NAACP – Indiana Statehouse 2011
FETC Conference 2012, ASCD Conference 2012- Ascend Math

Committees

Selection committee for Assistant Principal of the Year- IASP- 2007&2008
Member of the 2011 IDOE Service Delivery Plan Committee for migrant education

MARION COMMUNITY SCHOOLS
BE A GIANT.

AMY RAUCH
Assistant Superintendent for Secondary Instruction and Chief Academic Officer
phone: 765-662-2546 x.110
email: arauch@marion.k12.in.us
fax: 765-651-4691

Education Service Center, 1240 S. Adams St., Marion, IN 46953

I was part of a committee to hire the principal at Marion High School of Marion Community Schools in 2010.

I hired an elementary principal as Superintendent at Charles A. Beard Memorial School Corporation in 2012.

Brenda J. McVicker

1240 E. 54th Street ~ Marion, IN 46953 ~ (765) 506-0085 ~
brenda.mcvicker1966@gmail.com

~Administrator ~

Core competencies include:

- Curriculum Development
- Professional Development
- Response to Instruction
- Standardized Testing & Data Analysis
- Predictive & Diagnostic Assessments
- Program Management & Coordination
- Program Evaluation & Assessment
- Online Professional Development
- Grant Writing
- Title I

EDUCATION

Advanced Graduate Study in Educational Administration (2007)
Indiana Wesleyan University – Marion IN

Master of Science in Elementary Education (2006)
Indiana Wesleyan University – Marion, IN

Bachelor of Science in Elementary Education (2003)
Indiana Wesleyan University – Marion, IN

PROFESSIONAL EXPERIENCE

MARION COMMUNITY SCHOOLS – Marion, IN 2013-Present
Director of Elementary Education

Key Accomplishments and Responsibilities:

- Work with building principals and teachers in curriculum and instruction.
- Coordinated reorganization of special services to fully implement RtI.
- Title I.
- High Ability.
- Developing public preschool program for Marion Community Schools.

MISSISSINEWA COMMUNITY SCHOOLS – Gas City, 2011-2013
Northview Elementary Principal

Key Accomplishments and Responsibilities:

- Established and maintained rapport with staff, students, and parents
- Instructional leader of building with 700 students.
- Assessment, including writing grant, implementing, and training for predictive and diagnostic assessments for elementary, middle, and high schools schools.
- Teacher observation and evaluation.
- Facilitated grade level meetings..
- Coordinated reorganization of special services to fully implement RtI.
- Facilitated ISTEP+ data analysis workshops with teachers.
- Wrote RIF Grant and administered RIF program for Westview and Northview.

MISSISSINEWA COMMUNITY SCHOOLS – Gas City, IN 2006 - 2011
Title I Administrator/Assistant Principal

Key Accomplishments and Responsibilities:

- Established and maintained rapport with staff, students, and parents.
- Title I, including writing and overseeing the Title I Grant, Budget, and School wide Plans.
- Assessment, including writing grant, implementing, and training for predictive and diagnostic assessments for elementary, middle, and high schools schools.
- Teacher observation and evaluation.
- Facilitated grade level meetings.
- Facilitated district professional development at elementary, middle, and high schools.
- Coordinated reorganization of special services to fully implement RtI.
- Facilitated ISTEP+ data analysis workshops with teachers.
- Title III, including writing and overseeing the ESL Grant and Budget.
- Coordinated ESL fall and spring LAS Links testing for district.
- Developed public preschool program for Mississinewa Community Schools.
- Developed Full Day Readiness program for Mississinewa Community Schools.
- Worked with team to write and develop Ole Miss Tutors as an approved SES provider for multiple school districts.
- Wrote RIF Grant and administered RIF program for Westview and Northview.
- Co-wrote and secured Early Intervention Grant for Westview Elementary-2007/2008
- Wrote and secured Early Intervention Grant for Northview Elementary-2008/2009

RJB MIDDLE SCHOOL – Gas City, IN 2003 – 2006
6th Grade Title I Teacher

CAREER DEVELOPMENT

National Title I Convention (2014)
LEADERCAST Voices of Change (2011)
Understanding Common Core Standards (2011)
Title I Annual Workshop (2010)
Differentiated Instruction: Theory Into Practice (2009)
High Ability Conference (2009)
Title I Spring Conference (2009)
Indiana Reading Summit (2009)
Indiana Conference on Learning (2008)
ISTEP+: Connecting Assessment to Instruction (2007)
Title I Spring Workshop (2007)
Patricia Cunningham Four-Block Seminar (2006)
Title I Fall Workshop (2006)
ISTEP+ Scoring/Rubrics Seminar (2005)
ISTEP+ Data Analysis In-Service (2005)
Annual Convention National Council of Teachers of English (2004)
The Struggling Reader 3-8 Workshop (2004)
The School-wide Enrichment Model Seminar (2004)
Teaching Comprehension: Seven Strategies Proficient Readers Use Workshop (2003)

PARENT & TEACHER PROGRAMS/WORKSHOPS FACILITATED

Online Professional Development (2011)
Response to Instruction (2011)
Analyzing Acuity Data and Growth Model Training for Middle School Teachers (2010)
Title I Parent Meeting (2010)
Differentiated Instruction for Middle and High School Teachers (2009)
Acuity Training for Middle School Teachers (2009)
District Level Training for Differentiated Instruction for Interventionist Teams (2009)
Implementing Response to Intervention (2009)
Acuity Training for Elementary Teachers (2008)
Reading Comprehension across the Curriculum/Heritage Middle School (2007)
Reading With and To Your Children Parent Meeting (2007)
ISTEP + Data Analysis for Elementary Grade Level Teams (2007)
Development of Academic Standards Assessment (2007)
Title I Parent Meeting (2006)
Kay Toliver Math Series Seminar Elementary and Middle School (2006)
ISTEP+ Data Analysis Middle School Math (2005/2006)
ISTEP+ Data Analysis Middle School Language Arts (2005/2006)

REFERENCES

- Michael Powell - Superintendent Mississinewa Community Schools
  424 E. South A. Street, Gas City, IN Phone 765-674-8528

- Amy Rauch – Asst. Superintendent Marion Community Schools
  1240 S. Adams St., Marion, IN 765-662-2546

- Jana Planck – Retired Teacher/Job Coach
  28 Colony Way, Gas City, IN Phone 765-661-2486

- Anne Liddick – Principal Frances Slocum Elementary
  845 E. South D. Street, Gas City, IN Phone 765-618-7801

- Dr. Susan Fisher – Professor Indiana Wesleyan University
  4201 S. Washington Street, Marion, IN Phone 765-677-2221

Appendix 3:

Hiring Procedures/Postings

Marion Community Schools are GIANTS BY CHOICE
Leadership Position Open McCulloch Junior High Principal

School: Historic McCulloch Junior High

Position: Principal

Qualifications: Successful Experience and Must hold an Indiana Administrators License

Date Posted: Friday, March 21, 2014

Closing Date: Friday, April 25, 2014

Web Address: **www.marion.k12.in.us**

Interview Process

Search Team Interviews: Week of April 28 – May 3, 2014

Announcement of Selection: Wednesday, May 14, 2014

Start Date: Tuesday, July 1, 2014

Action Steps to Selection Process

1. Brad Lindsay, Amy Rauch, Shelley Preston and Brenda McVicker will screen applicants and complete reference and background checks and will send the Top Candidates to the Expanded Screen TEAM.
2. Expanded Screen Team will conduct screening interviews and narrow to the Top Two or Three Candidates. The expanded screen team who will conduct formal interviews will include (4) McCulloch Junior High Teachers, the Intermediate and High School Principals, the Director of Special Ed, the Director of Technology, the Director of Support Services, the Assistant Superintendent for Academic Affairs, the Executive Director for Business Affairs and the Superintendent
3. Brad Lindsay, Amy Rauch, and Shelley Preston will vet out the Top Remaining Candidate(s) after the Screen Team Interviews
4. Superintendent will recommend to the Board the Candidate for Hire.
5. Top Candidate who accepts the position will be named McCulloch Junior High Principal at the May 14, 2014 regular School Board Meeting.
6. We will prepare a Media Release announcing our McCulloch Jr. High Principal
7. We will conduct a "Meet the Principal" Event and Transition Plan with our McCulloch Faculty and Staff and Marion Community Schools TEAM
8. The next McCulloch Junior High Principal will start by July 1, 2014

Posting Sites

1. Marion Community Schools Web-site, IASP, IDOE, Universities

MARION COMMUNITY SCHOOLS
Marion, IN

Job Description

Position Title: Junior High School Principal **FSLA Status:** Exempt

Responsible to: Superintendent/Assistant Superintendent

Supervises: Students and staff of school building

Evaluated by: Superintendent/Assistant Superintendent

Terms of Employment: 230 days

Evaluation Period:
- Formative evaluations throughout the school year as per MCS Performance and Assessment procedures
- Annual summative evaluation prior to July 1

Purpose of the Position: Direct and coordinate educational, administrative, and counseling activities of Jr. high school by performing the following duties personally or through subordinate supervisors.

Classified as Confidential Employee: Functional responsibilities or knowledge in connections with the issues involved in dealings between the school corporation and its employees require strict adherence to confidentiality.

Minimum Requirements: The following qualifications represent the minimum requirements necessary for an individual to perform this position effectively.
- Certification in administration
- Master's degree in education
- Minimum two years' teaching experience

Essential Functions of the Position: The following functions have been determined by Marion Community Schools to be essential to the successful performance of this position.
- Serve as instructional leader of a middle school facility.
- Plan, design, and conduct follow-through strategies pertaining to curriculum development, and the implementation of instructional programs and activities designed to meet the needs of students and the educational facility.
- Manage a comprehensive physical facility, identifying needs and recommending additions, modifications and services.
- Screen, select, direct and evaluate performance of certificated and classified staff members.
- Plan, develop, and implement budget planning and expenditure control procedures.
- Supervise, direct, and coordinate the assignment of instructional and pupil support personnel.
- Assess the school facility educational and program offering needs, and develop planning strategies for maintaining an optimal educational program.
- Implements and monitors special programs.
- Establish and maintain procedures for the resolution of conflict in an effort to maintain a high level of staff morale.
- Design a master calendar of programs and activities to implement the facility goals and objectives.
- Serve as co-chair of PL 221 committee, participate actively in school improvement planning maintain budget of school improvement funds.
- Plan, develop, organize and administer a variety of support systems, which aid in allowing the student population to achieve at maximum potential.
- Plan, develop, and implement effective administrative support systems, and delegate appropriate areas of responsibility to subordinates.
- Assure compliance with all local, state, and federal rules and guidelines.
- Participate in the formation and functions of district and site advisory groups and committees.
- Coordinate student and family assistance programs with social service agencies.

Secondary Functions of the Position: The following functions, while important and necessary to the position, have been determined by Marion Community Schools to be marginal to the successful performance of this position.

- Supervise student extracurricular activities.
- Maintain appropriate student records and personnel records on all staff.
- Perform evaluation of students using most accurate data available.
- Report to Superintendent and Board of School Trustees as requested.
- Perform other duties and responsibilities as directed by the Superintendent.

Knowledge of:

- Policies, procedures and functions of school building leadership and management practices
- Best practice instructional methods
- Applicable software and applications
- Adolescent Development

Ability to:

- Plan, organize, and schedule priorities.
- Use independent judgment and initiative in making sound decisions and in developing solutions to problems.
- Discreetly handle confidential and politically sensitive matters.
- Make independent decisions in accordance with established policies and procedures.
- Tactfully and courteously respond to requests and inquiries/complaints from the general public and staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with students, staff and the community.

Equipment Used:

- Proficiency in use of personal computer and office software
- Proficiency in use of school management software

Place Where Work is Performed:

- School building
- Education Service Center
- Site of any school activity

Physical Demands:

- Must be able to sit and/or stand for long periods of time.
- Must be able to stoop, kneel or crouch.
- Must be able to hear and speak clearly.
- Must be able to lift items of 20 lbs. occasionally.

How this Job Description was developed:

This job description was developed by the HR Department in conjunction with the building principal.

Marion Community Schools assures Equal Employment Opportunities for job candidates and employees. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.

Indiana School Board Association - Windows Internet Explorer

http://www.isba-ind.org/Vacancy/VacancyQueryCorpNew.asp

Home | About Us | Membership Services | Service/Associate Memberships | Exhibitors | Calendar | Contact Us

Administrative Vacancies
Sorted by School Corporation

Click on a School Corp to see details of the record.

ID	Corporation	Subject	School
3324	New Prairie United School Corporation	Assistant Principal - Middle School	New Prairie Middle School
3338	DeKalb County Central United School District	Elementary Principal	McKenney-Harrison Elementary School
3339	Union Township School Corporation	Elementary Principal	John Simatovich Elementary School
3337	DeKalb County Central United School District	Elementary Principal	James R. Watson Elementary School
3334	Marion Community Schools	Junior High School Principal	McCulloch Junior High School
3323	Pioneer Regional School Corporation	Principal	Pioneer Jr./Sr. High School
3330	South Newton School Corporation	Principal	South Newton Elementary School
3331	Fremont Community Schools	Principal	Fremont Elementary School
3325	Union County College Corner Joint School District	Superintendent	
3335	School City of East Chicago	Superintendent	School City of East Chicago
3327	Anderson Community Schools	Superintendent	
3318	Logansport Community School Corporation	Superintendent	

DOE Online - Windows Internet Explorer

https://dc.doe.in.gov/DOEOnline/Main.aspx?pageid=246

DOE Online

Home | Logout

Indiana Department of Education

Welcome: Leah Craig
Server: Production 2

- Job Bank
- Administration
- eLearning

Job Posting Management

This page will allow you to create and manage positions within your school and school corporation. Be sure to review the supporting documentation prior to submitting any positions.

Corp: Marion Community Schools (2865)

School: All

Active (Curr. Listed) Deleted Expired Position Filled Pending (not open yet) All

View current Job Listings

Search

Current Job Listings:

Corp	School	Opens	Closes	Title			
2865 - Marion Community Schools	2351 - Marion High School	04/01/2014	04/30/2014	MHS Athletic Director	Modify	Delete	Mark Filled
2865 - Marion Community Schools	2357 - John L McCulloch Junior High Sch	03/21/2014	05/02/2014	Junior High School Principal	Modify	Delete	Mark Filled
2865 - Marion Community Schools	2351 - Marion High School	03/21/2014	05/02/2014	High School Band Teacher	Modify	Delete	Mark Filled

Post New Job

Indiana Department of Education - 2006

Done

Indiana Teaching Jobs | K12 Jobspot - Windows Internet Explorer

http://k12jobspot.com/Administration-jobs-in-Indiana

File Edit View Favorites Tools Help

Search Ask Listen to music ebay YouTube 64° Indianapolis, IN

Favorites www.chronicle-tribune.com ... Learning Connection IDOE Page Safety Tools

Indiana Teaching Jobs | K12 Jobspot

K12JobSpot Keyword or school name city, state, zip Search Advanced Log In Sign Up Employers

Supervisor
Technology
Transportation

Keyword:

Search in results

Go

Follow @k12jobspot

Low Cost Boarding School

Riddle Elementary School Principal 1 week ago
Rochester Community School Corporation · P.O. Box 108Rochester IN 46975
Principal

Junior High School Principal 1 week ago
McCulloch Junior High School High-Needs
Marion Community Schools · Marion IN 46953
Principal

Treasurer of School Corporation 3 weeks ago
River Forest Community School Corporation · Hobart IN 46342
Business/Operations : Business Manager

Assistant Director of Exceptional Learners 3 weeks ago
Speedway Schools · Speedway IN 46224
Administration : Certified Teaching

Internet 100%

Start Novell GroupWis... X36/ODBC For Wi... Indiana Teachi... HR To Do List [Co... Document1 - Micr... 3:45 PM

Region 8 Education Service Center - AppliTrack Recruitment - Windows Internet Explorer

http://www.applitrack.com/r8esc/onlineapp/default.aspx?choosedistrict=true&applitrackclient=37881&cate

File Edit View Favorites Tools Help

Search Ask Listen to music ebay YouTube 64° Indianapolis, IN

Favorites www.chronicle-tribune.com ... Learning Connection IDOE Page Safety Tools

Region 8 Education Service Center - AppliTrack Recrui...

High School Teaching (5)
Maintenance/Custodial (1)
Secretarial/Clerical (4)
Student Support Services (8)
Substitute (4)
Support Staff (15)
Tutors (1)
Volunteers (1)

By District >>

All Jobs >>

FMLA notice

District:
Marion Community Schools - website
Position Type:
Administration

Date Posted:
4/1/2014

Location:
Marion High School

Additional Information: Show/Hide

1 Email To A Friend
Print Version

Junior High School Principal

JobID: 247 Apply

District:
Marion Community Schools - website
Position Type:
Administration/Principal

Date Posted:
3/20/2014

Location:
McCulloch Junior High School

Additional Information: Show/Hide

1 Email To A Friend
Print Version
Closing Date:
05/02/2014

<-- Back

Done Internet 100%

Start Novell Group... X36/ODBC F... Marion Com... Region 8 Ed... HR To Do Lis... Document1 -... 3:46 PM

MARION COMMUNITY SCHOOLS
CONFIDENTIAL INTERVIEW RECORD FORM
(To be completed after Board Approval)

Candidate Recommended for Employment:

Position:

School/Site:

Start Date:

Total Number of Candidates Interviewed for this Position:

Candidates Interviewed						
Individual Name	Sex – M/F	Ethnic Background: 1, 2, 3, 4, 5	Transfer Request – Y or No	Date Interviewed	Recommend for Employment – Yes or No	Candidate Summary Worksheet Total Points

Submit this form to MCS Human Resources with all corresponding interview documents.

_____

_____

Signature of Principal Administrator
Date

Key: Ethnic Background
1 = American Indian or Alaskan Native
2 = Black, Not of Hispanic Origin
3 = Asian or Pacific Islander
4 = Spanish, Surnamed (Hispanic)
5 = White, Not of Hispanic Origin

MARION COMMUNITY SCHOOLS
Confidential Interview Rating Sheet
Certified Positions

Name: Date:

Position Interviewed For:

License: Highly Qualified:

Index Rating:

	1	2	3	4	5
Enthusiasm					
Evidence of understanding best practice					
Work ethic					
Good teaching artifacts provided					
Evidence of understanding how to use student data to inform instruction					
Evidence of knowledge o how to differentiate instruction					
Overall impression of ability to work with students					
Knowledge of IDOE web page and how to access information					
Poise and appearance					
Use of grammar					
Sound academic preparation					
Knowledge of MCS or evidence that candidate understands school data					
Total Number of Points					

Interviewer's general remarks:

Interview Committee:

Recommend for Employment: Yes ☐ No ☐

Principal's Signature:_____