



# **Immediate Opening: Middle School Principal and/or Assistant Principal For the 2019-2020 School Year**

Charleston R-I School District is seeking qualified applicants for Principal and/or Assistant Principal at the Middle School for the 2019-2020 school year. The candidate will be responsible for motivating, training, professionally developing, supervising, hiring, and evaluating staff; supervising, disciplining, and caring for students; preparation and maintenance of the building budget; and management of the school, in a building of approximately 250 students grades 6-8.

The ideal candidate will hold a valid Missouri Principal Certificate. Salary will be based on years of experience and degree, with benefit package.

Further information may be obtained by contacting Dr. Tammy Lupardus, Superintendent, at 573-290-2825, [tlupardus@charleston.k12.mo.us](mailto:tlupardus@charleston.k12.mo.us).

**Applications must be received by Friday, March 29, 2019.**

Applicants may request an application from Central Office at 573-290-2825, by email at [sbabb@charleston.k12.mo.us](mailto:sbabb@charleston.k12.mo.us), or from the website at [www.charlestonbluejays.org](http://www.charlestonbluejays.org) under Apply/Employment. (Online application is copy only and cannot be completed or submitted online.)

An application packet should consist of the following:

- Completed Application
- Cover Letter
- Current Resume (including references)
- Copy of College Transcripts
- Evidence of Valid Missouri Administrator's Certificate
- Copy of All Additional Certifications

Packets should be mailed or presented to:

Dr. Tammy Lupardus, Superintendent  
Charleston R-I School District  
311 E. Tom Brown St.  
P.O. Box 39  
Charleston, MO 63834

Packets may also be sent via fax to 573-290-2825 or emailed to Ms. Summer Babb, Administrative Assistant to the Superintendent, at [sbabb@charleston.k12.mo.us](mailto:sbabb@charleston.k12.mo.us).

Any offer of employment is contingent upon the satisfactory outcome of a criminal background check and other requirements as defined in Board Policy.

*We are Equal Opportunity Employer, who fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability status, Genetic Information or Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law, and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination.*