



Peru Community Schools
Administrative Center
35 W. 3rd Street
Peru, IN 46970
765.473.3081
Fax: 765.472.5129
www.peru.k12.in.us



Peru Community Schools Job Posting

Position Title:	Senior Director of Curriculum Support, Marketing, and Leadership	Location Code:	5635
Department:	District	Employee Status:	Employee
Revision Date:		Full-Time/Part-Time Status:	Full-Time/Contract (260 days)
FLSA Status:	Exempt	Working Period:	Year Round
Bargaining Unit Status:	Excluded		
Salary:	Commensurate with experience	Health Insurance:	Offered
Application Deadline: April 4, 2025			

Minimum Qualifications:

- Previous experience in an educational leadership/administrative position (preferred)
- Advanced degree (i.e. – Bachelors, Masters, EdS, PhD)
- High level communication experience and skills required.
- Experience with marketing and leadership initiatives including experience developing business and educational strategic plans, rebranding efforts, and staff leadership development.

Nature and Scope of Position:

- Ability to communicate, coordinate, and collaborate at a high level with a variety of school personnel, local stakeholders, sales vendors, and state agencies.
- Leadership development
- Management of sets of PCS employees
- Data management and reporting (Ability to work in Skyward)
- Collaboration with a host of PCS staff, local stakeholders, district partners, and statewide organizations.



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Duties & Responsibilities:

- The PCS Senior Director of Curriculum Support, Marketing, and Leadership will work closely with the PCS administrative team, central office and district staff, and community stakeholders.
- A large component of this Senior Director's role will be to work with and support PCS's curriculum director as well as work collaboratively with PCS teachers and staff in developing and implementing various curricular initiatives, programming, and resource management plans.
- This candidate must also be able to communicate effectively with students, parents, colleagues, and the Peru/Miami County community at large.
- Will oversee state reporting for PCS as required by the IDOE.
- Will also be involved with the district's efforts in attracting new students and families to PCS.
- The selected candidate will work heavily on marketing and rebranding efforts including general oversight of PCS's new edlio website platform.
- This Senior Director will also be involved with developing and carrying out a host of leadership development initiatives along with outcome reports and growth measurement.
- Will be in direct charge of PCS's head custodians, summer custodial projects, as well as communicate with PCS's custodial vendors.
- Will collaborate on district fundraising concepts (i.e. – grant identification, trust development, alumni giving program)
- Expected to attend regularly scheduled PCS school board meetings.
- Expected to represent PCS at selected local, regional, and state educational related conferences, seminars, and training opportunities.
- Perform related work and other duties as assigned by the superintendent.

Application Instructions:

- Application located at our school website under employment section (www.peru.k12.in.us)
 - Please complete the ADMINISTRATIVE application
- Letter of Interest
- Current resume
- College transcript(s) and/or pertinent certifications for this position
- Three letters of recommendation
- Submit all documents to Mrs. Hilary Smith (PCS Human Resources)
- Send to PCSApplications@peru.k12.in.us; or
- Mail or hand deliver to: PCS (Attn: Hilary Smith), 35 W. 3rd St., Peru, IN, 46970