



Walter Milton, Jr., Superintendent

**NOTICE OF VACANCY
May 11, 2012**

TITLE of VACANCY: Elementary Principal

LOCATION: Lee Elementary School

CONTRACT PERIOD: 200 Days

REQUIREMENTS/QUALIFICATIONS:

1. Master's degree in education administration.
2. Possess an Illinois General Administrative Type 75 Certificate.
3. Six years of successful teaching experience preferred and standard teaching certificate required
4. A strong undergraduate and graduate scholastic record preferred.
5. In-depth knowledge of current curriculum, instructional trends and school improvement process, technology use, change management, and student assessment systems.
6. Administrative experience preferred.

RESPONSIBILITIES:

1. Facilitate a shared decision-making model that includes students, parents, staff, and other stakeholders in developing and operating the school's strategic mission.
2. Implement assigned responsibilities, with an emphasis on the instructional program where appropriate, in a manner that best meets the requirements of the school, its staff and students, and within District guidelines.
3. Select, orient, assign, supervise and evaluate staff in order to attain the objectives of the educational program.
4. Plan and provide for an environment which supports the educational program and maintains the mental and physical health and safety of students.
5. Continue personal and professional growth and apply acquired skills.
6. Strive to establish and maintain a school community climate, conducive to an exchange of ideas, information and services.
7. Utilize District and community services to assist staff and/or students in the development of their individual potential.
8. Share responsibility for being informed and informing the public about the total educational program.
9. Use administrative and management practices which promote the efficient operation of the school.
10. Provide leadership to instructional leadership team and help to implement school improvement efforts.
11. Perform other duties as assigned.

FILING DATE DEADLINE: May 22, 2012

EFFECTIVE DATE: First Contractual Day of 2012-2013 200-Day Calendar

SALARY: In accordance with the current SPA negotiated agreement.

BENEFITS: Personal and Sick Leave – Medical Insurance – Life Insurance – Illinois Teachers' Retirement System

Please refer all communication to: Dr. Alexander Ikejiaku
Director of Human Resources & Development
1900 West Monroe
Springfield, IL 62704

We do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or handicap.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER