



Jennifer E. Gill, Superintendent

NOTICE OF VACANCY
May 20, 2015

TITLE of VACANCY: Elementary Principal – Grade K-5

LOCATION: Southern View Elementary School

CONTRACT PERIOD: 200 Days

REQUIREMENTS/QUALIFICATIONS:

1. Master's degree in education administration.
2. Posses an Illinois General Administrative Type 75 Certificate.
3. A strong undergraduate and graduate scholastic record preferred
4. Six years of successful teaching experience 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 which 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. Direct an educational program consistent with school community needs and District goals and policies
8. Utilize District and community services to assist staff and/or students in the development of their individual potential
9. Share responsibility for being informed and informing the public about the total educational program
10. Use administrative and management practices which promote the efficient operation of the school
11. Provide leadership to School Improvement Team and help to implement school improvement efforts
12. Perform other duties as assigned

FILING DATE DEADLINE: June 3, 2015-4:00 p.m.

EFFECTIVE DATE: First Contractual Day of 2015-2016 District 186 200 Day Balanced 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: Gina McLaughlin-Schurman
Director of Human Resources
1900 West Monroe
Springfield, IL 62704
217-525-3006

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