



March 24, 2021

ANNOUNCEMENT OF VACANCY

POSITION Superintendent of Elementary School District Pre-K – 8th Grade

QUALIFICATIONS

- A master's degree or higher from a regionally accredited institution of higher education
- Completion of a preparation program in the field of specialization (e.g. superintendent) ([Form 80-02: State-Approved Program and Completion of Standards Verification](#))
- 2 years of experience working full time as a principal, director of special education, or chief school business official, or other administrative position while holding a valid administrator license

KNOWLEDGE SKILLS & EXPERIENCE

- Establish a professional relationship with all School Board Members.
- Keep the Board informed of the condition of the District's educational system; assure effective communication between the Board and the staff of the school system. Relay all communications by the Board regarding personnel to district employees and receive from all school personnel any communications directed to the Board.
- Prepare the agenda for Board meetings, in consultation with the President of the Board. Prepare and submit recommendations to the Board relative to all matters requiring board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
- Develop and recommend to the Board long-range plans consistent with population trends, cultural needs, and the appropriate use of District facilities and see to the development of long-range plans which are consistent with Board objectives.
- Assume responsibility for own professional growth and development: For keeping current with the literature and best practices: and for attending appropriate professional meetings and conferences that contribute to the development of the total district philosophy of educational collaboration.
- Attend Echo Board meetings monthly and share information with administrative staff.
- Serve as an ECHO Board Member for the District.

- Facilitate Administrative Council meeting and Central Office Administrative meetings weekly.
- Manage all state-wide programs through the IWAS electronic reporting system through ISBE.
- Maintain adequate records for the schools, including a system of financial accounts, business and property records, personnel records, school population and scholastic records. Act as custodian of such records and all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- Perform such other duties as may be assigned by the Board of Education.

DUTIES

- Coordinate the complete academic program and provides leadership in the development and improvement of instruction for all students.
- Initiate and guide the development of policies for Board consideration and develops such administrative rules and procedures as may be necessary to implement Board Policies.
- Supervision and evaluation of all building principals.
- Assume the position of consultant and resource advisor to all principals and teachers relative to the instructional programs.
- Manage the Medicaid Program Health Care Family Services through ILMAC PCGUS and submits quarterly claims, time studies, cost rates and staff participants.
- Supervise the annual operating budget with the Business Manager.
- Recommend to the Board the selection, assignment, dismissal and evaluation of all personnel.
- Evaluate administrators and recommend salary increases.
- Demonstrate leadership in the development and execution of school-community relations programs.
- Serve as District Representative for employee negotiations.
- Represent the District in dealings with other school systems, institutions and agencies, community organizations and the general public.
- Serve as the District homeless and foster liaison.
- Interpret and clarify the needs of the school system to the Board of Education, staff, parents and community.
- Revise and organize the District Calendar and the Student Code of Conduct annually.

TERMS OF CONTRACT:

Twelve month contract or multi-year with performance goals

EVALUATION:

By the Board of Education

APPLICATION

DEADLINE: April 12, 2021

START DATE: Effective July1, 2022

SALARY: To be determined by Board of Education

APPLICATION: Send letter of interest, talents, resume and professional references to:
Darlene Gray Everett, Board of Education President at
presidentge@sd149.org

School district 149 considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

