

PLEASE POST

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ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11

Alton, Illinois

TO: All Certificated Personnel
FROM: Dr. Sonya Ptah/Director of Human Resources
DATE: May 23, 2017
SUBJECT: Vacancy

The following position is now bid for the 2017-2018 school year:

ELEMENTARY PRINCIPAL - 10.5 MONTHS (212 Days)

- Applicants must hold Illinois certification as an administrator (Type 75 with a General Administrative or Superintendent endorsement). Applicants should have a minimum of five years experience in teaching, supervision or administration.

Primary Function: To assume the administrative and instructional leadership of the school according to the School Code of Illinois and Board of Education policies

Directly Responsible to: Assistant Superintendent for Educational Services

Applicants should have knowledge and be able to articulate, document through experience, or verify involvement in the following:

- The State of Illinois School Improvement process
- Technology-based applications for school improvement and instruction at the elementary levels
- District elementary curriculum requirements
- A working knowledge of best practices for enhancing student achievement
- Instructional practices which are proven to be most effective in the elementary school setting
- District's discipline policies and procedures/Positive Behavioral Intervention and Supports (PBIS)
- District's policies and procedures for evaluating certificated and educational support personnel
- Recent professional growth and development programs
- District and State Assessment Program
- Contractual Agreement between the Board and the Alton Education Association
- Knowledge of Common Core State Standards

Responsibilities:

- Provides instructional leadership to staff including: Curriculum planning, review and implementation; and professional development
- Direct, supervise and evaluate the instructional programs of the school
- Assume responsibility for initiating and maintaining a School Improvement Plan which incorporates the research base for effective schools and is consistent with the District's Mission Statement and the Illinois Public School Recognition System
- Evaluate the performance of all personnel assigned to the school in accordance with the District evaluation procedures
- In cooperation with appropriate personnel, develop and administer the budget for the school
- Work with building staff to develop and effectively use a variety of resources to support the instructional programs of the school
- Assess the staff development needs of building personnel and conduct programs of in-service in collaboration with building staff and Central Office members
- Participate in interviews for new employment, as needed
- In collaboration with Central Office Staff, determine the assignments of personnel within the school
- Develop and implement an effective public relations program for the school which will enhance the image of the school in the community, and maintain effective communication channels with staff, parents, community agencies and other administrative staff members
- In consultation with appropriate staff members, advise and make recommendations on the use of and care of the school's physical facilities and grounds
- Attend all regular meetings of the Board of Education and special meetings as required
- Attend monthly meetings with Central Office Administration as required
- Establish and maintain a program of personal and professional growth
- Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools

PLEASE NOTE: **By 4:00 pm., June 6, 2017 please submit the following via email to sptah@altonschools.org: a) your resume, b) 2 letters of recommendation and c) a one-page Vision Statement for improving student achievement at the Elementary level for the Alton School.**

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