

CERTIFICATION

The Principal will have an Illinois Type 75 Administrative Certificate with supervisory approval. Experience in school administration and teaching is preferred. The principal shall hold or be able to obtain an appropriate certificate and all other requirements of the State Board of Education.

APPLICATION TIMELINE

Antioch District 34 welcomes qualified nominations and applications of persons interested in the position. **Applications will be accepted through February 23rd, 2007.**

Interviews will be conducted in March, with the appointment to be made on March 20, 2007. The new principal will assume his/her duties on July 1, 2007.

Qualified nominees and applicants should complete an online application at www.antioch34.com/hrmain/openings.html and forward all other requested information noted in the online application.

Inquiries and applications should be directed to:

Scott Thompson
Superintendent of Schools
Antioch CCSD 34
800 N. Main Street
Antioch, IL 60002
847/838-8401
847/838-8404 FAX

Antioch CCSD 34 is an equal opportunity employer and does not discriminate on the basis of race, gender, religion, national origin, age, marital status, unfavorable discharge from military service or disability.

Antioch Community Consolidated School District 34

Antioch, Illinois



2007-2008 Administrative Vacancy Elementary School Principal

Antioch CCSD 34
800 N. Main Street
Antioch, Illinois 60002
847-838-8401
www.antioch34.com

GENERAL POSITION INFORMATION

Contract period:

July 1, 2007-June 30, 2008

Salary range:

Regionally competitive

Qualifications:

Teaching experience or background in elementary school preferred.

Eligibility for Illinois Type 75 certification with supervisory approval. Supervisory experience preferred.

Demonstrated ability to work collaboratively with staff, students, parents and the entire community.

Job Description:

The Elementary School Principal is directly responsible to the superintendent of schools. The primary responsibility of the Elementary School Principal is the improvement of student learning, which also involves staff development and school leadership, teacher evaluation, and the ongoing development of a professional learning community. General responsibilities include administration, supervision, curriculum development, and research activities. The Principal will also maintain cooperative relationships with various individuals and groups associated with the school and provide regular communication to parents, staff and other stakeholders.

SPECIFIC FUNCTIONS & RESPONSIBILITIES

- Provide leadership in the organization, administration, and supervision with the primary focus being the improvement of instruction and student learning in the school.
- Direct the activities of the assigned certified and non-certified staff members in the performance of their duties.
- Identify staffing needs and coordinate recruitment, selection, and assignment of certified and non-certified staff and make recommendations for employment.
- Supervise and evaluate the instructional staff in the development and implementation of curriculum and improvement of instruction.
- Establish and maintain positive relations and communication with students, parents and staff.
- Publicize and interpret policies, programs and procedures.
- Participate in development and administration of district budget.
- Implement Board policies, administrative rules and regulations, and Board/teacher agreements relating to school.
- Utilize data and other sources of information for the improvement of student learning.
- Foster good interpersonal relations among students, staff, and community.
- Keep abreast of trends, developments, and research as they pertain to educational and special educational operations, and communicate these to staff.
- Involve teachers, students, and parents in decision-making process whenever possible.
- Coordinate and participate SIP team for school.
- Perform such other duties and assume such other responsibilities as may be assigned by the superintendent.



DISTRICT INTRODUCTION

School District 34 is located in northern Lake County, Illinois, with a current student enrollment of 3,041. The district serves students from early childhood through grade 8, and comprises the communities of Antioch, Lake Villa and Lindenhurst. The district has been experiencing 'exploding growth' due to the appeal of the school district and the character of the communities. There is growing recognition that District 34 is a place where student achievement is on the rise- a place where staff feel valued and successful.