

From the office of the Millburn Central Principal

Information Item

March 8th, 2011

To: Board of Education Members

From: Jason Lind

Subject: Principal Search

Members of the administrative team met on Thursday, February 24 to discuss the process and timeline to fill the principal vacancy at Millburn Central. We worked backwards from the desired approval date of Monday, May 16. I think it is important to have the position filled by the end of the school year.

The first step in the process is the official posting of the position. We decided to solicit feedback from parents and staff members to help us develop a candidate profile that will be used throughout the search process. The team developed a survey and sent it out to the parents of Millburn Central and staff members at both buildings to help with the development of the profile.

The next step in the process will be the development of an official search committee. The search committee will include members of the staff, parents, and administrators. The search committee will then work on specific processes for screening, interviewing, and selecting a candidate that best represents the candidate profile.

The candidate brochure is included with this posting. The vacancy will be posted with the Lake County Regional Office of Education, local newspapers, Lake County schools, and at the state level.

MILLBURN DISTRICT 24

2011 - 2012 Administrative Vacancy



2011

Millburn Central School

*Seeking qualified applicants for the position of
Principal for a EC - 8th grade school*



18550 Millburn Road • Wadsworth, IL 60083

847-356-8331 • www.millburn24.net

General Information

CONTRACT PERIOD:

Beginning July 1, 2011

SALARY RANGE:

Regionally Competitive

QUALIFICATIONS:

Illinois Type 75 Certification
Teaching experience
Administrative experience preferred

JOB DESCRIPTION:

The principal is directly responsible to the superintendent of schools. The primary responsibility of the 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 building management. The Principal will also maintain cooperative relationships with various individuals and groups associated with the school and provide regular communication to parents, staff and all other stakeholders.

TO COMPLETE AN APPLICATION:

Go to <http://www.generalasp.com/>

Timeline

Application Closing Date -
April 6, 2011

Screening -
Week of April 11, 2011

Interviews -
Week of April 18, 2011

Hiring -
May 16th Board Meeting

Start Date -
July 1, 2011



District Introduction

Millburn School District #24 consists of two K-8 public school buildings located in the northernmost part of Lake County Illinois. Millburn Central serves roughly 1100 students while Millburn West's enrollment is almost 500. The district serves the communities of Lindenhurst, Wadsworth, and Lake Villa. Graduates from the district will attend one of three high schools: Antioch 113, Warren 121, or Grayslake 127.

Leadership Qualities

- Provides confident leadership
- Demonstrates strong decision-making skills; involves others in the decision-making process; able to effectively delegate responsibility to others
- Willing to be highly visible in the school and community; actively participates in school and community activities
- Is able to make tough decisions when necessary and communicate them clearly and firmly
- Is an inspirational leader who is accountable, responsible and bases decisions on what is best for students
- Communicates effectively and openly with the community, staff, students and the board
- Implements school policy with consistency and fairness
- Is approachable, accessible and listens to others with an open mind

Experience Qualifications

- Has successful teaching experience with a pattern of increasing responsibility in education administration
- Possesses knowledge of and an ability to promote effective educational improvement and instructional practices in all curricular areas
- Is able to build unity and develop positive relationships with staff, students, board members and the community
- Has experience with technology; is knowledgeable about instructional computer software
- Is knowledgeable about Illinois and federal school law and special education law
- Has working knowledge of personnel issues, negotiations and contract management
- Demonstrates sound planning, fiscal management and budgeting skills
- Understands facility maintenance

Personal Qualifications

- Demonstrates a high level of personal and professional honesty, integrity and ethics
- Establishes trust within the Millburn community
- Desires a long-term involvement with the district
- Has a genuine love of children and education