



River Bend Community Unit School District #2

Where Everybody is Somebody

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PLEASE POST

POSITION AVAILABLE

FULTON ELEMENTARY SCHOOL

PRINCIPAL

(Position profile, application process and Job description attached)

APPLY TO:

**DR. DARRYL HOGUE
SUPERINTENDENT**

DEADLINE

February 15, 2019

cc: Jeff Hoese

DEH:v
01/11/2019

Fulton Elementary School Profile and Application Process

Fulton Elementary School serves students in pre-school through fifth grade in two buildings from Albany, Fulton and Garden Plain IL. The pre-school is located about 8 blocks from the elementary building. The pre-school offers a blended program that includes a special education teacher and regular education early childhood teacher and two full-time teaching assistants for an AM and PM session. Fulton Elementary includes three sections at each grade level of kindergarten through fifth grade. Support staff includes three special education teachers, two Reading Recovery trained reading specialists, a ½ time math intervention and ½ time math instructional coach, a speech and language pathologist, physical education, art and music teachers and additional para-professional staff that work with the teachers in a variety of ways. The building also employs a full-time technology teacher assistant.

Fulton Elementary school is known for its hardworking and dedicated staff. The River Bend School district has worked very hard updating the facilities in and around the school. The most recent addition is a space dedicated to STEAM activities. Plans are underway to redesign the entrance to include an updated office suite that requires visitors to enter through the office. The District and Fulton Elementary enjoy great community support for the hard work teachers do each day for students.

During the months of December and early January, the staff, parents and administration answered a series of questions to identify the qualities that are important in the next principal. The following qualities have been identified as important to our stakeholders:

1. Creates a climate that is positive and professional- Fulton Elementary School seeks to employ a principal who will promote positivity and compassion with the students and staff through engagement and connection. The principal will also be the building leader in conducting professional interactions with staff, students and parents and promote high expectations for students and staff.
2. Understand the needs of early and upper elementary students socially and educationally. The principal can lead discussions and support both students and staff in educating young children. Consistently manages discipline situations that results in student learning and follows up with teachers and parents so that expectations are understood and communication is clear. The principal needs to be knowledgeable and up to date on special education trends, practices and laws for elementary aged students.
3. Is fair and equal with treatment of staff, students and parents. The principal is seen as a leader in addressing and holding staff, students and parents accountable to the school's and district's vision and mission. The principal can utilize teaming and team norms to build cohesive approaches to school challenges.
4. Is visible and accessible to students, staff and parents. The principal will need to maintain high visibility throughout the school, district and community and be seen as a promoter of the school and district's mission and vision. The principal communicates effectively and provides transparency when making decisions so that all stakeholders are on board.
5. Provides support, vision and education to staff. The principal understands how to support and respond to teachers when they come to her or him with questions. The principal promotes and communicates the vision and direction of the school on a daily, weekly or monthly basis. Is knowledgeable and can lead curriculum, educational and social learning trends using research to enhance professional development for all staff.

6. Understands the importance of being organized, efficient and timely. The principal's duties require that he or she understand safety, daily operations, facilities, monitoring activities, and communicating with other district administrators. The principal needs to manage and understand how resources impact the school, students and staff.

Application Process:

1. Complete a letter of intent, attach a resume, and supply two-four letters of recommendation.
2. Please present answers with specific examples (include attachments) for the following questions on a separate document and send with your application:
 - a. How have you promoted a positive school culture with students, staff, parents and the community in your current role?
 - b. How have you worked with students, staff, and parents to promote learning and higher achievement in pre-K through fifth grade? (answer should include both an educational and social emotional approach as the instructional leader).
 - c. How have you addressed holding staff, students and parents accountable to the school's and district's vision and mission in your current role? Not all roles may apply depending on applicant's experiences.
 - d. What are your top three concerns as an administrator in a small, rural school district and what would you recommend as solutions?
 - e. Why should you be considered as an ideal candidate to be contacted for an interview?

River Bend Community Unit School District #2
Job Description

Title: Principal – Fulton Elementary School

Qualifications:

1. A Master’s degree or higher from an accredited institution, in administration or another appropriate area.
2. At least five (5) years teaching experience.
3. A valid Illinois Administrative certificate for Principal. (Type 75)
4. Such alternatives to the above as the Board may find appropriate and acceptable.

Reports to: Superintendent

Supervises: All staff and students in the assigned school and other district personnel as assigned.

Job Goal: The primary responsibility of the principal is the improvement of instruction, River Bend CUSD #2 Policy 3:60. Serve as the instructional leader of his/her school and be responsible to the Superintendent for the organization, safety, administration, supervision, and compliance of the school. The principal will perform all duties as described in The School Code as well as such other duties as specified in the employment agreement or as agreed upon by the Superintendent.

Performance Responsibilities: The principal will:

1. Provide leadership and supervision of the school’s educational program.
2. Comply with legal requirements as specified in the School Code of Illinois.
3. Keep the Superintendent and other members of the District leadership team appropriately informed of the school’s activities, problems, or unusual events.
4. Collaborate appropriately with other members of the building team and the District leadership team and understands when it is important to involve others in making a decision.
5. Establish and maintains an effective learning climate in the school to enable students to maximize their potential.
6. Assume responsibility for the implementation and observance of all Board policies and regulations by the school’s staff and students.
7. Provide the leadership in the initiation, development, evaluation, and implementation for continuous improvement of the curriculum.
8. Assume responsibility for the safety and administration of the school plant and school grounds.
9. Assist in the recruiting, screening, hiring, training and assigning the school’s professional staff.
10. Maintain a Crisis Plan for building at all times including a yearly meeting with local first responders to review plan.
11. Orient newly-assigned staff members and assist in their development, as appropriate.
12. Assist in the in-service orientation and training of teachers.
13. Supervise and counsel all school personnel, providing assistance and making evaluations regarding individual performance.
14. Recommends the removal of a teacher whose performance is unsatisfactory, according to established procedures.
15. Conduct periodic meetings of the staff for the proper functioning of the school.
16. Promote positive action toward the realization of school objectives through efficient procedures, extra-curricular programs, and the establishment of staff, student and community committees.
17. Supervise the guidance program to enhance individual student education and development.
18. Supervise and evaluates the school’s extra-curricular program with the direct input of the District Athletic Director.
19. Assist in the development of methods for evaluating student progress toward School Improvement goals and objectives and complies with assessment and support requirements for NCLB, RTI, and IDEA.
20. Assume responsibility for the attendance, conduct and health of students with the direct input of the District Nurse.
21. Serve as the custodian of student records including records on progress and attendance of students.
22. Assume responsibility for the registration and scheduling of students for each school year.
23. Maintain high standards of student conduct and enforce discipline as necessary, according to due process of the rights of students.
24. Establish guides for proper student conduct and maintaining student discipline.
25. Maintain records of discipline in the event disciplinary procedures may require action by the Board.
26. Prepare and/or update the parent-student and teacher handbooks each year.
27. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
28. Plan and supervise fire drills, tornado drills, and other emergency preparedness programs.
29. Budget school time to provide for efficient school instruction and business.
30. Supervise the preparation of all School reports for the District Office.
31. Participate in administrative meetings, and such other meetings as are required or appropriate.

32. Rent or open school facilities according to Board guidelines.
33. Assist in the maintenance and control of the various local funds generated by school activities.
34. Assume responsibility for the School budget and operates within the budget amount assigned.
35. Maintain active and professional relationships with students and parents.
36. Facilitate communications between the staff, students, parents, and the public and the school board through the Superintendent and attends School Board meetings as requested.
37. Keep abreast of changes and trends in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
38. Assume responsibility for his or her own professional growth and development through membership and participation in the affairs of professional organizations; attendance at regional and state meetings, and enrolls in appropriate advanced courses, administrator academies, and staff development opportunities.
39. Supervise academic and non-academic events scheduled to take place at the school.
40. Coordinate the State or Federal programs as assigned.
41. Assist in supervision of student behavior on the school buses and at bus stops.
42. Develop and coordinate an after school tutor program for students at-risk of academic difficulties.
43. Perform such other tasks as may from time to time be assigned by the Superintendent and/or Board.

Risk Management

1. It has been determined that 15% of the Principal's time is spent on Risk Management.
2. Provide for protective supervision of students, personnel, and general public for freedom of tort producing situations which arise from, but are not limited to:
 - a. Incidents in parking lots and on campus including playground areas,
 - b. Incidents in the lunchroom,
 - c. Incident occurring during school athletic activities,
 - d. Incident occurring during physical education class,
 - e. Incidents occurring in connection with the transportation of students before boarding, during, and after leaving the school bus,
 - f. Incidents occurring in connection with safety of students from traffic hazards and exposure to related risk,
 - g. Incidents due to acts of fellow students committed both in the classroom and outside the classroom,
 - h. Incidents due to the lack or insufficiency of supervisors before school, during or between class periods, during lunch hours, after school before reaching home, and miscellaneous undetermined times.
3. Communicate with the custodial staff regularly regarding the condition of the facility to identify potential safety risks.
4. Maintain vigilance to prevent un-safe individuals from entering the school building or grounds.
5. Review all staff hires and volunteers to make sure they are not listed on the sex offenders list, the violent offenders against children list, or present a risk to students attending school.
6. Guarantee the protection of the constitutional and statutory rights of students.
7. Reduce exposure to tort situations involving the legal and proper student testing, evaluation, identification, and placement of special education students in a timely manner.
8. Provide confidentiality of student psychological profiles and records.

Terms of Employment: Fulton High School – Twelve month contract, with salary to be established by the Board.
 River Bend Middle School – 210 day contract, with salary to be established by the Board.
 Fulton Elementary School – 210 day contract, with salary to be established by the Board.

Evaluation: Performance of this job will be evaluated by the superintendent annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and as outlined in the principal contract.