

North Boone

Community Unit School District 200

JOB DESCRIPTION - ADMINISTRATIVE

Position/Title: Principal / Curriculum Facilitator (Part-Time)

Reports to: Principal/District Curriculum Coordinator

Qualifications:

1. Master's degree in curriculum or administration
2. Successful experience as a building administrator and/or in curriculum development
3. Illinois general administrative certificate
4. Strong leadership, organizational and interpersonal skills
5. Knowledge of curriculum design and implementation
6. Demonstrated ability to collaboratively lead staff

General Responsibilities:

He or she directs the instructional program development and/or manages the day-to-day operations of the school.

1. Aligns and assists with the educational and assessment programs, plans and actions to the district's vision and goals for student learning; communicates to staff and community.
2. Uses appropriate data to set priorities and establish high, concrete goals in the context of improving student achievement.
3. Articulates and promotes high expectations for teaching and student learning.
4. Acts as a driving force behind major initiatives.
5. Provides leadership for establishing a professional learning community that focuses on continuous improvement.
6. Articulates and fosters the desired school culture.
7. Consistently maintains quality interaction with teachers.
8. Provides direction in the evaluation, design, and implementation of rigorous curriculum, quality instruction, and multiple assessment practices.
9. Designs, manages and monitors operational procedures in an ethical and efficient manner to maximize opportunities for student learning.
10. Complies with state and federal mandates, local board policies and collective bargaining contracts.
11. Ensures the safety and security of staff and students.
12. Utilizes an effective problem-solving model to address current and potential problems in a timely manner.

13. Utilizes current technologies to support managerial functions.
14. Establishes with staff a school culture that welcomes and honors parents and seeks ways to engage them in their children's learning.
15. Demonstrates ethical and professional behavior.
16. Collaborates with service providers.
17. Articulates between the schools, working collaboratively with principals on all issues related to pre-K through post-high school curriculum and instruction.
18. Works with teacher committees in organizing curricular meetings and articulating the instructional program throughout the district.
19. Provides leadership and fosters communication throughout the district to ensure understanding of the educational objectives of the district
20. Guides the development, implementation and evaluation of assessment instruments and programs.
21. Other duties as assigned by the superintendent.

Cheryl Gieseke Background

Ms. Gieseke is a retired Assistant Superintendent from the Belvidere School District (2015). Ms. Gieseke worked specifically with Staff Development, Assessment and Technology. Ms. Gieseke was Interim Superintendent during Belvidere's Superintendent search in the 2015-16 school year. Ms. Gieseke has also been a high school administrator and a high school math teacher. I had the opportunity to work with Ms. Gieseke at Belvidere and saw first-hand her quality of work with curricular and staff development, mentoring and the development of instructional coaches.

Plan for the 2017-18 School Year

Approving this recommendation will allow the district to move forward with curriculum development that is a priority in the Strategic Plan and the Board Goals. The curriculum development priorities next year are to:

1. Continue with group collaboration meetings to address curricular needs.
2. Continue with the creation of the K-12 Science Curriculum Maps.
3. Begin to align the Math curriculum with a similar structure for meetings that was used by the Science committee.
4. Review and address the classroom resources needed for Math in the 2018-19 school year.

Ms. Gieseke would work under the direction of Mrs. Lilja and support with the facilitation of the curriculum committee meetings and building supervision. Mrs. Lilja and Ms. Gieseke have worked together collaboratively in the past with curriculum and staff development and this structure would allow our district to continue with the development of our curricular needs while also providing the needed support at Manchester.

Projected Cost for the District

Number of Days = Approximately 50 total days
Total Cost Budgeted = \$20,000