



Maine Township High School District 207

1177 South Dee Road • Park Ridge, Illinois 60068-4398 • (847) 696-3600 • FAX (847) 692-8007

Dr. Kenneth Wallace
Superintendent

District 207 Administration Center

December 13, 2017

PLEASE POST THIS NOTICE IN THE MAIN OFFICE AND DEPARTMENTAL OFFICES

TO: Dr. Michael Pressler, Maine East
Dr. Ben Collins, Maine South
Dr. Audrey Haugan, Maine West
Ms. Debbie Larsen, Director for Special Education
All Department Chairs

FROM: Greg E. Dietz, Assistant Superintendent for General Administration

SUBJECT: **ADMINISTRATIVE VACANCY -- FOREIGN LANGUAGE DEPT. CHAIR – MAINE SOUTH**

Applications for position of Foreign Language Department Chair at Maine South are invited. Qualified staff members and outside applicants interested in applying for this administrative position are invited to submit letters of application to Mr. Greg E. Dietz, Assistant Superintendent for General Administration. All letters should be received in this office **on or before Friday, January 19, 2018**. A committee chaired by Dr. Ben Collins, Maine South Principal, will screen applications, schedule interviews and make a recommendation to the Superintendent of Schools for the appointment of the individual nominated to fill the vacancy.

References contained in personnel records presently filed in the District Office will be used in the review of applications. Staff members interested in this vacancy are invited to supplement their personnel records with additional references which they believe to be pertinent to their applications. These additional references should also be submitted to this office **on or before Friday, January 19, 2018**,

APPLICATION PROCESS

A complete application should include:

- An online application on our website: www.generalasp.com/D207/onlineapp/
- A letter which sets forth qualifications and reasons for interest in this position
- A current resume
- Copies of college/university papers or credentials
- 3 letters of recommendation
- All applicants must supply a current email address to be used for all correspondence regarding this position

CERTIFICATION

The specific standards which relate to certification requirements for this position are established in and governed by statutory regulations (The School Code of Illinois, Section 21). A major job responsibility of this position includes the evaluation and supervision of certified staff members. These duties require the Department Chairperson to possess an Administrative (Type 75) certificate or a Teacher Leader endorsement and have passed the Illinois Performance Evaluation Growth through Learning Training Modules.

PERSONAL AND PROFESSIONAL EXPECTATIONS

It is expected that as a minimum, the candidate will present:

- experience in building or district leadership capacity preferred, but not required
- a record of demonstrated personal and professional competence through at least seven to ten years of exemplary high school teaching Foreign Language Education
- a record of professional activities related to teaching of Foreign Language demonstrating potential for leadership
- a record of demonstrated sensitivity to students, staff, parents and community

RESPONSIBILITIES

It is expected that the candidate will present a record of successful experiences which indicate potential for outstanding leadership and performance in the following responsibilities: The Department Chair for Foreign Language is responsible for the supervision of the Foreign Language Program. The Department Chair reports directly to the Principal. IN addition to various duties that may be assigned by the Principal, the Foreign Language Department Chair:

- develops and leads the vision of the Foreign Language department in alignment with building and district goals
- possesses the knowledge and expertise to lead departmental Professional Learning Teams
- possesses the knowledge and expertise to use data-driven decision making and research to inform decisions
- possesses the knowledge and expertise to coordinate a standards-based RtI program
- possesses the knowledge and expertise to lead departmental work in development and coordination of curriculum and assessments according to district guidelines
- supervises and evaluates Foreign Language teachers and teaching assistants using the Danielson Framework
- recommends candidates for teaching positions to the Principal
- builds department master schedule in collaboration with Associate Principal
- articulates Foreign Language Program with sending schools
- engages parents and community members in program advocacy
- represents the district at local and regional meetings
- teaches one foreign language class
- collaborates with Foreign Language district leadership team
- develops and manages the Foreign Language budget

EMPLOYMENT

- The starting date is on or about August 5, 2018
- The work year is the regular school term plus two weeks (195 contractual work days)
- The salary shall be a range of \$118,700 - \$136,000 (this amount reflects Board-paid TRS)
- An additional stipend may be earned for the achievement of goals as awarded by the D207 Administrative Performance Appraisal Program with a range of \$12,000 - \$19,000

“As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant”