



Maine Township High School District 207

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Dr. Kenneth Wallace
Superintendent

District 207 Administration Center

March 7, 2018

PLEASE POST THIS NOTICE IN THE MAIN OFFICE AND ALL DEPARTMENTAL OFFICES

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

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

**SUBJECT: ADMINISTRATIVE VACANCY - Department Chair - Special Education – Maine East
beginning with the 2018-2019 school year**

Applications are invited for the position of Special Education Department Chair at Maine East High School. 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 submitted **on or before Monday, April 2, 2018**. A committee chaired by Dr. Mike Pressler, Principal, will screen applications, schedule interviews, and make recommendations to the Superintendent of Schools for the appointment of the individual nominated to fill the vacancy.

All interested applicants must also apply online on our website. See instructions below:

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 current letters of recommendation

All supporting materials should be attached to the online application. Applicants must supply a current email address to be used for all correspondence regarding this position. The application process must be complete **on or before Monday, April 2, 2018**.

LICENSE REQUIREMENTS

The specific standards, which relate to licensing requirements for this position are established in and governed by statutory regulations (The School Code of Illinois, Section 21). Those requirements include a Professional Educator

License (PEL) or Educator License with Stipulations / Provisional Educator license (ELS PEDU) with Pre-K through age 21 LBS1 endorsement as well as one of the following: an LBS1 - Supervisory endorsement, a General Administrative endorsement, a Principal endorsement, a Director of Special Education endorsement or a Teacher Leader endorsement. Applicants must also attain ISBE Qualified Teacher Evaluator status prior to the anticipated start date for this position.

PERSONAL AND PROFESSIONAL EXPECTATIONS

The successful candidate must have a master's degree in Special Education or related field, a minimum of seven years of experience working in a school setting with students with disabilities. The individual must be a proven educator who is committed to the special education needs of students and who is a strong advocate for children with a philosophy of continuous improvement. The candidate must have knowledge of federal and state special education statutes, regulations, school and special education law, knowledge of the impact of MTSS on Special Education, and an understanding of high school scheduling. Previous employment as a Department Chairperson of Special Education is preferred.

RESPONSIBILITIES

The Department Chair for Special Education is responsible for the supervision of the Special Education programs and reports directly to the Principal. In addition to various duties that may be assigned by the Principal, the Special Education Department Chair:

- Provides effective leadership, including supervision of teachers and evaluation of the special education program;
- Implements and assures compliance with state and federal statutes related to Special Education;
- Maintains accurate Special Education records and follows the mandate of state and federal statutes;
- Supervises the evaluation, placement, and instruction of Special Education students;
- Assists the Principal in the appointment, supervision, and evaluation of teachers and teacher assistants;
- Determines teacher course assignments and collaborates in building the department master schedule;
- Evaluates classroom level implementation of high impact instructional strategies;
- Possesses the knowledge and expertise to lead departmental work in development and coordination of curriculum and assessments according to district guidelines (Professional Learning Teams);
- Prepares, recommends and administers the department budget with the assistance of the professional staff;
- Must possess the skills to analyze assessment data for use in making data-driven decisions;
- Represents the school at local and regional meetings.

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 base 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. Stipend range: \$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”