## **VACANCY NOTICE**

#### **Position: Executive Director of Curriculum 6-12**

#### **Central District Office**

**Apply to:**  Dr. Esther Mongan

Assistant Superintendent

Central District Office

P.O. Box 396

275 South St.

Burlington, Illinois 60109

**Phone inquiries call:**  Esther Mongan

Esther.mongan@central301.net

847-464-6005

**Application Deadline**: March 26, 2021

**Applicants must supply the following materials to complete their application:**

### Completion of KCHRC online application: [www.teachinkane.org](http://www.teachinkane.org)

### Formal letter of application

1. Personal Resume
2. Letters of Recommendation (3)
3. Transcripts
4. Copy of appropriate certificate(s)

##### **General Position Responsibilities:**

District 301 is looking for a positive team-oriented leader with curriculum, instruction, and professional development expertise. Excellent communication, problem-solving, facilitation and interpersonal skills are also required. Facilitating and overseeing the Subject Area Committees in grades 6-12, student assessments, professional development and, aligning curriculum K-12 within district and state goals are included in this position. Additionally, this individual will manage textbook adoption, interventions, grant writing, and represent the District at different meetings within the county.

**Requirements:**

Administrative Endorsement; Experience with curriculum, instruction, assessment writing and professional development preferred.

**Compensation:**

Based on qualifications and level of experience. This position is a full-time 260-day position. A full benefits package is included.

Posted March 4, 2021