



**1105 North Hunt Club Road
Gurnee, Illinois 60031**

Woodland School District 50 is an Equal Opportunity Educator/Employer. We are committed to building a culturally diverse workforce and educational environment by hiring individuals who support and contribute to the diversity and excellence of our student and academic programs through their teaching and service to our students, parents and the community we serve.

If you welcome inclusion, equity and diversity, have an unwavering commitment to the success of all students, embrace and celebrate the individuality of our student population with respect to race, ethnicity, and economic status, and seek to celebrate the cultures that contribute to making our district so rich, please join our team! Minority candidates encouraged to apply.

TITLE: Special Education Supervisor / Assistant Principal

Applicants are instructed to deal specifically with qualifying factors mentioned in the following posting.

POSITION TYPE: Administration - Intermediate School

DATE POSTED: August 4, 2023

LOCATION : Woodland Intermediate School

DATE AVAILABLE: August 4, 2023

DESCRIPTION: The Special Education Supervisor / Assistant Principal is responsible for the supervision and evaluation of district special education programs to which they are assigned.

QUALIFICATIONS:

1. License/Certification:

- A. Required – Professional Educator License with Principal or General Administrative and one or more Special Education endorsements in the State of Illinois

2. Education:

- A. Required – Master’s Degree
- B. Preferred – Master’s Degree in Special Education or Educational Leadership

3. Experience:

- A. Required – Proven record of educational leadership, including a strong background in curriculum, assessment and staff development. Experience in improving literacy skills of students. Experience in supporting the supervision of the instructional program of the school. Experience working with a diverse population of students. Illinois Qualified Teacher Evaluator. Five (5) years of successful teaching or related experience.
- B. Preferred - Five-plus (5+) years of successful teaching or related experience in a public school district setting. Illinois Qualified Teacher Evaluator. Preferred – Three (3) years of successful special education administrative experience. Experience working with a diverse population of students, families and staff. Experience in effectively leading student academic growth of all students. Fluency in both English and Spanish.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Provide supervision and consultation to each classroom teacher
2. Assist the teacher with the establishment of clear, concise, programming goals which reflect the needs of each student by:
 - a. review past and current educational data, including current individual educational program goals
 - b. determine learning styles and present functioning levels
 - c. determine individual needs for physical setting (equipment, layout, material)
 - d. determine social/emotional needs
3. Assist the teacher with the implementation of programming goals
 - a. developing program schedule(s)
 - b. grouping of students
 - c. selecting and modifying materials
 - d. designing and implementing instruction which parallels individual learning styles
 - e. utilizing effective classroom management techniques including crisis intervention
 - f. establishing optimal teacher/student interaction including instructional and social interaction
4. Assist teachers in the preparation of appropriate and legally correct IEPs including correlation with Illinois State Learning Standards
5. Assist with disciplining of IEP students as needed
6. Effectively evaluates staff performance which includes providing staff with accurate feedback following the District teacher evaluation plan and the administrative procedures and practices

7. Evaluate the effectiveness of the technical aspect of special education programs in the area of exceptionality and give appropriate written recommendations to the teacher, principal, and the Assistant Superintendent of Special Education and/or Principal
8. Participate as active participant in school based leadership team meeting and district meetings
9. Chair all IEP meetings and/or annual reviews for children who may be eligible for special education, for those currently enrolled in special education, and for those being transitioned into full time regular classroom placement
10. Assist parents in understanding the needs of their child and the special services and/or programming their child is or will be receiving
11. Provide in-service training to both regular education and special education staff on relevant special education topics
12. Assists with inventory of educational materials as relates to PPS staff and students
13. Assists in building with supervision of students as needed
14. Performs such other tasks and assumes such other responsibilities as may be assigned by the Assistant Superintendent of Special Education and/or Principal

KNOWLEDGE, SKILLS AND ABILITIES:

Planning and Preparation – Must be able to demonstrate knowledge of content and pedagogy, students, and resources. Design coherent instruction and select appropriate instructional activities, and has the ability to assess students learning.

- **Classroom Environment** – Creates an environment of respect and rapport, establishes a culture for learning, manages classroom procedures, manages students behavior, and has the ability to organize physical space.
- **Instruction** – Communicates clearly and accurately, uses questioning and discussion techniques, engages students in learning, provides feedback to students, and demonstrates flexibility and responsiveness.
- **Professional Responsibility** – Reflects on teaching, maintains accurate records, communicates professionally, contributes to the school and district, grows and develops professionally, and shows professionalism.

Technical: Competent in digital environments including but not limited to; Google Apps for Education, Embrace, databases, spreadsheets, Microsoft Office, district email system, the district's attendance system, etc.

Interpersonal: Ability to develop and maintain positive relationships with students, staff, parents, businesses and community. Strong organization, communication and interpersonal skills. Comprehensive strategic thinking and rapid problem-solving skills to effectively handle crisis that arise. Ability to cope with deadline pressures. Creative problem solver. Ability to facilitate meetings efficiently. Empathetic, humanistic and open-minded. Strong sense of teamwork. Strategic thinker. Must be able to make difficult decisions that impact the organization in a positive sense. Must be able to work harmoniously with the community, students, parents, staff, and administration, etc. Must be able to communicate effectively with students, parents and staff. Must exhibit sound judgment in dealing with people. Must have strong organizational skills.

DISTRICT CORE COMPETENCIES:

1. Support the establishment of mutual respect and equal human dignity across the entire school community.
2. Welcomes inclusion, equity and diversity.
3. Have an unwavering commitment to the success of all students.
4. Understanding that your identity may be different than students, parents, and staff. You are willing to put those differences aside for the success of all students.
5. Regardless of the identities of students, staff, or parents, works collaboratively to build a successful relationship with them.
6. Willingly anticipate, identify and adopt change.
7. Engage in all job-related interactions and activities, with contacts from within and outside the District, in a courteous and professional manner.
8. Communicate with styles that are approachable and respectful.
9. Participate in professional development and training to become more effective and efficient.
10. Take initiative to manage multiple tasks.
11. Effectively organize work to be as productive as possible.

PHYSICAL DEMANDS:

Manual Dexterity: Work requires definite skilled and accurate physical operations requiring some closely coordination performance.

Physical Effort: Work requires handling average weight materials or equipment, but not for sustained periods.

Working Conditions: Some exposure to definitely disagreeable elements may exist, i.e., temperature changes, use of steps/stairs, walking long distances throughout the building, etc.

TERMS OF EMPLOYMENT: 200 days; Monday thru Friday

SALARY RANGE: Salary and benefits established by the Board of Education

HOW TO APPLY: Internal applicants should apply online at www.dist50.net and attach a resume to the online application. External applicants should apply online at www.dist50.net and attach three letters of recommendations, resume and transcript(s) to the online application.

All applicants must be willing to interview in person and demonstrate skills through a situational analysis. Applicants will be contacted within three weeks if invited for an interview. Minority candidates are encouraged to apply.

Further information regarding this position may be obtained by contacting:

CONTACT PERSON:

Mr. Timothy Sheldon
Principal

tsheldon@dist50.net
(847) 596-5999

APPLICATION DEADLINE: When filled

Woodland School District 50 is an Equal Opportunity Employer with established policies prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions, or other legally protected categories. The Associate Superintendent of Educational Services (847-596-5631) addresses questions regarding student discrimination and serves as the Districts Title IX Coordinator, and the Executive Director of Human Resources (847-596-5640) answers questions concerning employment discrimination.

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