

**MADISON COMMUNITY UNIT SCHOOL DISTRICT #12**

602 Farrish Street  
Madison, IL 62060  
(618)877-1712  
Fax (618)877-2690

**TO:** Qualified Applicants  
**FROM :** Dr. Warletta C. Brookins, Superintendent, Madison CUSD #12  
**DATE:** June 22, 2018  
**RE:** **Jr/Sr. High School Principal**

Projected Start Date--- July 2018

Terms of Employment--- Twelve month position

Qualifications---  
Administrative Certificate Type 75  
Minimum of 5 years public school experience  
Literacy background  
Knowledge of an/or experience with diverse population

Report to--- Superintendent

Direction of the Principal: Supervises all personnel serving in the assigned building, safety and well-being of all students and other building functions.

The responsibilities will include, but are not limited to:

- \* Exercise full responsibility for the organization and administration of all activities, personnel, physical facilities and supplementary services
- \* Serve as a liaison between the school, staff, students and the community
- \* Responsible for selection, orientation, assignment and scheduling of staff members
- \* Work collaboratively with the District Administrative Team
- \* Develop and implement the School Improvement Plan
- \* Familiar with NWEA Map Assessment
- \* Experience with helping students improve academic growth
- \* Strong Leadership Abilities
- \* Ensure a safe/healthy learning environment for all students
- \* Provide an inclusive program for student with special needs
- \* Promote a high degree of commitment to professional competence
- \* Lead teachers and paraprofessional in developing and implementing the District Curriculum
- \* Implement effective scientifically researched based teaching strategies in all classrooms
- \* Observe and evaluate teachers and other building staff
- \* Ensure Board policies, administrative rules, regulations and directives are enforced
- \* Administer the building budget
- \* Prepare and submit required documents and reports in a timely manner
- \* All others as may be assigned by the Superintendent

Contact person---  
Dr. Warletta C. Brookins  
Superintendent  
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618/877-1712  
fax: 618/877-2690

**Application Criteria:**

Letter of application

Three letters of reference

Resume

Verification of Certification

**All interested applicants, please respond in writing by 3:30 p.m., June 28, 2018**

Madison CUSD #12 does not discriminate on the basis of race, color, national origin, sexual orientation, gender or disability.