



A-C Central Community Unit School District No.262

501 W. Buchanan St. / P.O. Box 260, Ashland, IL 62612

Mr. Timothy M. Page, Superintendent

(217) 476-8112 Fax (217) 476-8100

e-mail: tpage@a-ccentral.us

Vacancy – MS-HS Principal

2018-19 School Year

Duties: This position is responsible for acting as the educational leader, responsible for managing the policies, regulations, and procedures of the school. Including, but not limited to the following: Supervise the instructional programs of the school, evaluating lesson plans and observe classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development. Supervise the kitchen and custodial staff for the building to ensure standards are being maintained and students have a clean, safe environment in which to attend school. Make recommendations for employment and dismissal of any employee assigned to the middle/high school. Supervision of evening building activities as well as supervision and evaluation of all classroom and special teachers in the building.

Salary: Regionally competitive

Qualifications: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability.

1. Minimum of a Masters in school administration with a valid Illinois Teaching License with a Principal endorsement (Type 75 Certificate)
2. 2-4 years previous experience in an educational setting, preferably in a teaching role.
3. Establish and maintain effective and courteous working relationships and communicate in a courteous and professional manner with those contacted in the course of work (students, parents, and staff).
4. Residency in district is strongly preferred.

How to apply: Please send cover letter, resume, transcripts, three letters of reference to: Mr. Tim Page, Superintendent, 501 W Buchanan Box 260, Ashland, IL 62612. tpage@a-ccentral.us