



# School Leader Job Announcement Template

[NAME of SCHOOL DISTRICT]

[position and school]

[Strong recruitment message to introduce the position, school, and district.]

**Job Title:**

**Department:**

**Reports to:**

**Start Date:**

**Minimum Qualifications:**

**Preferred Qualifications:**

**Position Summary:**

- Under the general supervision of the [position], the [position] serves as the learning leader of [name of school] – a leader who uses personal, social, and systems intelligences to transform a school into a learning organization through a mindset of growth, service, and cultural responsiveness.
- [Overview of school priorities]

**Essential Leadership Behaviors (select based on your priorities):**

## CULTURE DOMAIN

The organization's efforts to create, foster, and sustain a student-centered climate and culture where all adults strive to build positive and unconditional relationships with all students, while ensuring equitable access and opportunities to high-quality programs.

### Relationships

Focuses on developing and strengthening internal, personal, and external relationships that support the school's mission and vision and creates an environment where a diversity of ideas and opinions can be shared, appreciated, and respected.

### Student Centeredness

Cultivates an educational environment that addresses the distinct academic, social, emotional, and physical needs of all students and conveys high expectations, support, and mutual respect among all staff and students.

### Wellness

Fosters and supports a culture of physical, mental, and social-emotional wellness for the entire school community.

### Equity

Focuses on creating an environment that accentuates fairness by collaboratively developing and implementing a clear vision of equity for all stakeholders in which individual differences are recognized and accommodated to eliminate and prevent inequities.

### Traditions/Celebration

Nurtures an environment that models and builds a culture of mutual respect and recognizes, celebrates, and honors all students, staff, and community for their achievements and service to others.

### Ethics

Cultivates an environment in which each individual demonstrates and exemplifies ethical behaviors, values, and respect for others.

### Global Mindedness

Creates an environment that builds, models, and endorses a global-minded perspective for all stakeholders through the promotion of cultural diversity, partnerships, and community connections.

## SYSTEMS DOMAIN

The organization's efforts to assess a learning organization's current systems, initiate a cycle of inquiry focused on dismantling historically inequitable systems, and engage stakeholders in a collective effort to establish sustainable student-centered systems.

### Vision/Mission

Fosters an environment in which the school's vision and mission drive the strategic alignment of organizational decisions and resources.

### Communication

Utilizes a collaborative process to ensure safe and meaningful communication with and among all stakeholders that supports the school's vision and mission.

### Collaborative Leadership

Builds a culture of professional learning, mutual trust, and shared responsibility by focusing on empowering and supporting others as leaders.

### Data Literacy

Promotes a data-driven culture of decision-making for continuous improvement.

### Strategic Management

Employs a process of setting goals aligned to the school's mission and vision, developing plans for meeting those goals, mobilizing the resources needed for implementation, and evaluating the results of those actions in order to determine next steps as part of a model of continuous improvement.

### Safety

Establishes expectations, processes, and procedures to ensure the physical, mental, and emotional safety of all stakeholders.

### Operations

Manages system's logistics to leverage the educational, operational, and financial affairs and resources of the school to effectively balance operational efficiencies and student learning needs.

## LEARNING DOMAIN

The organization's efforts, to create and sustain a culture of ongoing reflective, culturally responsive, and inclusive learning for students, adults, and the entire learning organization as a whole.

### Reflection/Growth

Nurtures a culture of self-reflection that allows each stakeholder and the school to achieve peak performance.

### Result-Oriented

Cultivates an environment in which high, data-driven expectations of results for student learning are embraced and drive organizational and personal growth.

### Curriculum

Ensures a learning-focused curriculum that is comprehensive, rigorous, aligned, and focuses on a high level of personal and academic achievement for all students.

### Instruction

Collaboratively develops an effective, research-based instructional program with nonnegotiable expectations for all teaching staff that produce a high level of personal and academic achievement for every student.

### Assessment

Fosters a learning environment that utilizes data to monitor student progress, improves the instructional process and learning environment, and ensures high levels of personal and academic growth for all students.

### Innovation

Creates an environment that supports creative thinking and risk-taking in order to generate knowledge and insight through nontraditional ways.

### Human Capital Management

Focuses on developing processes and procedures that assist with the recruitment and selection of talent and the ongoing strategic management of talent for organizational improvement.

**Professional Supports Provided:**

- Induction program including 2-year mentoring
- Professional development opportunities to support growth goals
- Membership in Illinois Principals Association and Fall Conference Registration
- Districtwide school leader professional learning community to support professional growth

**Terms of Employment:**

Evaluation: [Name of district] has adopted the School Leader Evaluation Plan that helps school leaders grow their leadership dispositions and the skills necessary for them to do their work effectively throughout their career continuum (Aspiring to Launching to Building to Mastering). Additional information about the plan can be found at [ilprincipals.org/school-leader-evaluation](http://ilprincipals.org/school-leader-evaluation).

**Compensation:**

- Salary:
- Retirement:
- Insurance:
- Travel:

**Background check information:****Position Website:****How to Apply:**

- [Please send ... to...]
- [Applications are currently being accepted for this exciting leadership position via ...(link)]

**Deadline for Application:****School District Website:****School Website:****Report Card Link:****Contact Information:**

If you would like additional information about this position or have questions about the application process, please contact:

[Name]

[Position]

[Phone]

[Email}

**Additional Notes:**

Interviews will be scheduled ...

**Information About Surrounding Community:**