

# Chicago Public Schools



## PRINCIPAL OPPORTUNITIES

*Forrest Claypool, Chief Executive Officer*

***February 17, 2016***

## Principal Opportunities

### Important Application Information for all Principal Candidates

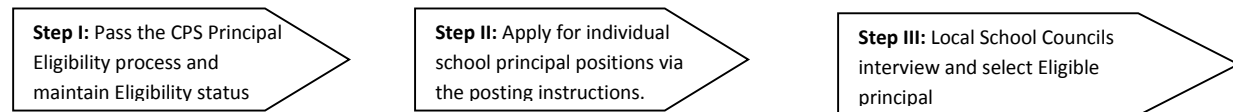
**Thank you for your interest in a principalship at Chicago Public Schools!**

*CPS has revised Principal Eligibility requirements and streamlined the application process for candidates for principal positions. Please read the following information, especially Eligibility Requirements for a CPS Principalship and How to Apply for a Principal Position, prior to submitting an application for a principal position.*

#### Contents

- I. How to Become a Principal in Chicago Public Schools
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- VII. Consent for Release of Candidate Profile
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#### I. How to Become a Principal in Chicago Public Schools



Chicago Public Schools has set minimum qualifications that principal candidates must demonstrate in order to be offered a contract. The process by which principal candidates demonstrate those qualifications is called the CPS Principal Eligibility Process (Eligibility) and is administered by the Office of Principal Quality Initiatives (PQI). Candidates are required to successfully complete Eligibility prior to being offered a principal contract. For more information, please see [Section II. Eligibility Requirements for a CPS Principalship](#) below.

Principals for individual schools are selected or recommended by each school's Local School Council (LSC), a group comprised of parents, teachers and community members. LSCs interview principal candidates and vote on final selections or recommendations. Only candidates who are Eligible can be offered a Uniform Principal Contract.

## **II. Eligibility Requirements for a CPS Principalship (Board Policy 14-0723-P01)**

**CPS requires that all principal candidates be Eligible in order to be offered a Uniform Principal Contract.**

This policy applies to all candidates, both internal and external, and ensures that schools have the most qualified principal candidates prepared to succeed from the first day on the job.

The Eligibility Process is based on the [CPS Principal Competencies](#), which define excellence in the principal role and the knowledge, skills, and abilities required for success. For more information about the Eligibility process, visit the Office of PQI website at [www.CPSLeaders.com](http://www.CPSLeaders.com). If you are unsure of whether you are Eligible, please email [CPSLeaders@cps.edu](mailto:CPSLeaders@cps.edu) or call (773) 553-1515.

**If you are not currently Eligible:** Candidates should apply for Eligibility before applying for a principal position. Although candidates may apply to a position prior to becoming Eligible, a principal contract may only be awarded to a candidate who is Eligible and holds a current Illinois General Administrative or Principal license with Kindergarten through Grade 12 Endorsement.

Visit [www.CPSLeaders.com](http://www.CPSLeaders.com) for more information about the Eligibility process and upcoming application periods.

## **III. About Principal Positions Advertised in the E-Bulletin**

Principal position requirements are drafted by each Local School Council based on the vision, mission, goals and needs of the individual school. Candidates may find out more information about an individual school by clicking on the link to the school website, if applicable. School report cards are also available at <http://cps.edu/Pages/AboutOurSchools.aspx> to help candidates learn more about an individual school. A list of required application materials will appear in each individual posting and is determined by the Local School Council.

Open principal positions are posted on the CPS Career Opportunities website for two weeks. New principal vacancies are posted weekly and candidates may review the current and previous week's postings. Principal positions may be posted again following the Application Deadline or upon request by the Local School Council. If a position is reposted, candidates do not need to reapply for the position.

#### IV. How to Apply for a Principal Position Posted

Candidates should submit all required application materials listed in the posting via email (i.e. Cover letter, Resume, References) to [CPSPrincipals@cps.edu](mailto:CPSPrincipals@cps.edu). **Additionally, all applications must include a completed [CPS Principal Eligibility Verification Form](#) for each application they are submitting.**

Candidates must submit a separate email with material for each individual school to which they are applying. Please include all application materials required in a single email. All resumes, cover letters, CPS Principal Eligibility Verification forms or other application materials must be in Microsoft Word or Adobe PDF format only. (NOTE: Microsoft Works documents are not compatible. Please save your document in Word format prior to submission.)

Please follow the guidelines below in submitting your application:

Subject Line of Email Must Include	Body of Email Must Include
<ul style="list-style-type: none"><li>• Your First/Last Name</li></ul>	<ul style="list-style-type: none"><li>• Your First/Last Name</li></ul>
<ul style="list-style-type: none"><li>• School Name for which you are applying</li></ul>	<ul style="list-style-type: none"><li>• Your Position Title</li></ul>
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	<ul style="list-style-type: none"><li>• Your Contact Information (Address/Phone)</li></ul>



**CPS PRINCIPAL ELIGIBILITY VERIFICATION FORM - NEW**

**Office of Principal Quality Initiatives**  
42 West Madison, Garden Level • Chicago, Illinois 60602

Zipporah Hightower  
Executive Director

**PLEASE COMPLETE ALL INFORMATION BELOW AND SUBMIT WITH YOUR PRINCIPAL APPLICATION MATERIALS.**

**Full Name:**

\_\_\_\_\_

**CPS Employee ID Number (if applicable):**

\_\_\_\_\_

**ISBE ID Number\*** (\*Please note: An Illinois State Board of Education General Administrative or Principal Endorsement is required for all applicants applying to principal positions. Additionally, if this number is incorrect or missing we will be unable to process your application):

\_\_\_\_\_

**Please list the school for which you are applying (this form is required for each school):**

\_\_\_\_\_

**CPS PRINCIPAL ELIGIBILITY VERIFICATION**

Please be advised a Uniform Principal’s Performance Contract (“Principal Contract”) may only be awarded to a candidate who is a qualified eligible candidate in accordance with the CPS Principal Eligibility policy (14-0723-PO1) (“Qualified Candidate”). Only a Qualified Candidate has the right to sign a Principal Contract. If for any reason a non-Qualified Candidate were to sign a Principal Contract, then it would be void *ab initio*, and it would be unenforceable and have no legal effect.

**ACKNOWLEDGEMENT (please check the box that applies to you)**

- I am currently an Eligible Candidate according to the CPS Principal Eligibility policy (14-0723-PO1).
- I am currently not an Eligible Candidate according to the CPS Principal Eligibility policy (14-0723-PO1).

**SIGNATURE**

Please print your name: \_\_\_\_\_

Please sign your name: \_\_\_\_\_

Date: \_\_\_\_\_

## **VI. Local School Council Selection Process**

Local School Councils will receive all candidate resumes and applications within three (3) business days following the Application Deadline along with verification of each candidate's Eligibility status. Each Local School determines their own interview process and timetable. Local School Councils may vote to select a principal candidate at any time following initial screening of candidates but often hold multiple interviews in order to select the most qualified candidate for their school. Many LSCs host candidate forums which are an opportunity for the school community to meet finalist candidates.

Local School Councils will contact candidates directly to schedule and conduct interviews for their school. Therefore, the Office of PQI or Local School Council relations cannot provide updates to candidates on the status of their application.

## **VIII. Residency Requirements (Board Policy 04-0825-P02)**

All employees of the Chicago Public Schools must adhere to the Residency Policy for All Employees of the Board of Education, Board Report Number 08-0227-P01. All officers and employees hired on or after the date of the residency policy will be required to be residents of the City of Chicago within six months from the day their employment begins.

*It is the policy of the Board of Education of the City of Chicago not to discriminate on the basis of race, color, religion, national origin, age, disability, gender, sex or sexual orientation. Inquiries concerning the application of Title IX of the Education of Amendments of 1972 and the regulations promulgated there under concerning sex discrimination and/or inquiries regarding disability accommodations should be referred to the Equal Opportunity Compliance Office Manager, Chicago Public Schools, 42 W Madison, Chicago, IL 60603—773-553-5499 (TTY-773-553-2699).*

**Principal Openings:**

[Academy for Urban School Leadership](#)

[Daley](#)

[Drake](#)

[Fort Dearborn](#)

[Inter-American](#)

[Mollison](#)

## **Principal, Chicago Public Schools**

School managed by the **Academy for Urban School Leadership (AUSL)**

The Academy for Urban School Leadership (AUSL) is a nonprofit school management organization operating in partnership with Chicago Public Schools (CPS). AUSL currently manages 29 turnaround and teacher training schools. When a school is turned around, students return to renovated facilities, a new curriculum, new leadership and staff and an entirely new culture of success by leveraging AUSL's turnaround school framework and specialized teacher training and residency program. Selected elementary and high school Principals will lead AUSL-managed CPS schools and join an innovative team making a significant impact on public education in a global city.

For more information, see [www.auslchicago.org](http://www.auslchicago.org)

Principals will lead school efforts by developing and executing a shared vision and mission for enhanced student learning to achieve dramatic gains in student achievement. This includes:

- Recruiting, selecting, retaining, motivating and developing high-performing leaders, teachers and staff;
- Engaging parents and community partners and providing proactive social supports to meet student needs;
- Implementing AUSL's frameworks, research-based curriculum and instructional practices that ensure development of rigorous, common core standards-based knowledge and skills, integrating literacy and technology, and leveraging data to improve instructional outcomes;
- Ensuring a high-quality education experience for every student that includes engaging and personalized instruction and student supports;
- Setting aggressive, transparent school, team and individual goals and tracking progress of achievement targets, school initiatives and individual staff development;
- Managing facility improvements and ensuring teachers and staff have the necessary resources and materials to succeed;
- Participating in the AUSL network of school leaders to share school support and guidance, promote network success and exchange best practices and learning.

### **Qualifications**

Candidates should have 2+ years of principal and/or school leadership experience in an urban, high-needs school and possess exceptional instructional leadership and management skills. Candidates should also have:

- Passion and commitment for urban school transformation, confidence to lead in a challenging situation and belief that all children can learn;
- Outstanding strategic planning and problem-solving skills with an orientation toward results, action, impact and influence;



- Demonstrated expertise in building a positive school culture and standards-based, rigorous, instructional program conducive to student learning and professional growth of staff;
- Proven ability to share leadership and collaborate with students, staff, parents, community members and other stakeholders to drive student learning;
- Demonstrated success in recruiting, selecting and developing high-performing teams;
- Certifications, endorsements, administrative experience, and/or expertise in curriculum, assessment and teacher professional development are strongly preferred.

**Additional Requirements:**

- Current Illinois General Administrative certificate
- Candidate needs to have attained CPS Principal Eligibility
- Current REACH Student Certification
- Candidate should be prepared to begin full-time employment as requested

In addition to competitive compensation and benefits offered by CPS, principals of AUSL-managed schools are eligible for additional performance-based pay from AUSL. To apply, go to <http://auslchicago.org/schools/careers>

Legal Statement (Title IX): It is the policy of the Board of Education of the City of Chicago not to discriminate on the basis of race, color, creed, religion, national origin, sexual orientation, age, disability or sex. Inquiries concerning the application of Title IX of the Education Amendments of 1972 and the regulations promulgated thereunder concerning sex discrimination should be referred to the Title IX Officer, Chicago Public Schools, 42 W Madison St125., Chicago, Illinois 60603, 773-553-2688 (TTY-773-553-2699).

**Network:** Network 8  
**School Name:** Richard J. Daley Academy  
**Address:** 5024 S. Wolcott Ave.  
Chicago, IL  
**Administrative Grade:** PK-8  
**Submit To:** Randall Hunt, LSC Chairperson  
**Application Deadline:** February 24, 2016

To apply, candidates must submit their resume, cover letter, [CPS Principal Eligibility Verification Form](#) and any other requested application materials to [CPSPrincipals@cps.edu](mailto:CPSPrincipals@cps.edu). Additional attachments will not be accepted. Please follow the guidelines below in submitting your application:

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<ul style="list-style-type: none"><li>E-Bulletin Date of Principal position posting</li></ul>	<ul style="list-style-type: none"><li>Your Current School or Department</li></ul>
	<ul style="list-style-type: none"><li>Your Contact Information (Address, Phone, and Email)</li></ul>

Please submit your cover letter and resume using the following format:

LastName.FirstNameCover Letter/Resume

Ex:Smith . John Cover Letter/ Smith. John Resume

This is a four-year performance contract. **An applicant must be Eligible under Board Policy re: Principal Eligibility # 14-0723-P01 before a Uniform Principal Contract can be awarded.** Please see the [Eligibility requirements](#) in this document or visit [www.CPSLeaders.com](http://www.CPSLeaders.com) for more information.

The mission of the Chicago Public Schools (CPS) is to ensure that every child in every community has access to a high quality education and graduates ready for college and career. To fulfill our mission, we are seeking innovative, entrepreneurial, results-oriented school leaders with a deep sense of responsibility and commitment, not only to the students in their schools, but also to the communities in which their schools reside. Principals at CPS are key levers for change and are critical to the success of our schools.

**In accordance with the CPS Principal Competencies, we expect principals to:**

- Create powerful professional learning systems that guarantee exceptional teaching and learning for students.
- Champion teacher excellence through a focus on continuous improvement.
- Establish, nurture and protect a culture driven by college and career readiness.
- Empower and motivate families and communities to become engaged in student learning.
- Relentlessly pursue self-disciplined thinking and actions.

**School's Information:**

**Required Qualifications:**

- Teaching experience (classroom).
- Master's Degree, Illinois Type 75 Administrative Certificate.
- Effective Completion (CPS principal eligibility requirements).
- Training and working knowledge of Common Core State Standards which includes unit planning, teacher mentoring, and professional development.
- Experience in the Framework for teacher evaluation REACH.
- Proficient and knowledgeable in NWEA, ACCESS, and PARCC.
- Knowledge (expertise preferred) school administration responsibilities within CPS system, including budgeting and CIWP process.

**Preferred Qualifications:**

- Proficient in Bilingual education, ESL/ English Learners.
- ESL endorsement.
- Complete understanding of the needs of diverse learners.
- Special Education proficiency, knowledge, and experience.
- Spanish proficient would be an advantage with the student population and community.
- Analyze emerging trends in education; identify strength and weakness in curriculum, and be able to provide staff with professional development leadership support.
- Administrator would be able to have the ability to encourage strong relationship with the school's staff, Instructional leadership team (ILT), Local School Council (LSC), (BAC), (NCLB), and the Parent Committees.
- Executes a strong student disciplinary policy.
- Resident or Assistant principal experience.

**Leadership Qualifications:**

- Excellent leadership skills, organizations skills, managerial skills and the ability to produce results.
- Dynamic results-oriented professional who can see the Vision of education, promote positive learning experiences, and have high expectations for parents, students, and staff.
- Analyze data for school improvement and teacher instructional implementation.
- Promoting and cultivating relationships with Daley's community.

To apply, candidates must submit resumes and cover letters explaining why they consider themselves to be qualified for this position. Include a list of your accomplishments over the past three years (one paragraph per accomplishment) and future goals for the school, **include 3 (three) professional references.**

**Network:** Network 9  
**School:** John B. Drake Elementary School  
**Address:** 2730 South Dearborn Street  
 Chicago, IL 60616  
**Administrative Grades:** Pre-K – 8th  
**Submit To:** Local School Council Principal Selection Committee Chairperson  
**Application Deadline:** February 24, 2016

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- Empower and motivate families and communities to become engaged in student learning.
- Relentlessly pursue self-disciplined thinking and actions.

**School's Information:**

**School Mission:**

Our mission is to provide a rigorous instructional program that develops critical thinkers who will become lifelong learners with the ability to assume leadership roles. Our school will facilitate learning through an integrated curriculum that incorporates best instructional practices, learning strategies, and technology. We will build teachers' instructional capacity through focused and continuous professional development. With parental involvement and the support of our community partnerships, we will provide a quality education for students in a safe, supportive, and challenging environment.

**The candidate must have:**

- Knowledge of the day-to-day school administration within the CPS system, including budgets, internal accounts, negotiations, CIWP, and staffing.
- The ability to establish priorities, budget and allocate resources, assign tasks and activities, and plan for contingences.
- Excellent public relations skills and enthusiasm for working with the community and other organizations.
- Open and frequent communication with all stakeholders (parents, students, faculty, staff, SC and community).
- Demonstrated a high level of personal integrity and practices ethical decision making.
- Encouraged a shared leadership and an environment of teacher empowerment and improvement.
- A commitment to provide coaching and support for individual teachers in improving their practice utilizing the CPS Framework for Teaching.
- A willingness to support our ongoing community partnerships.
- A strong knowledge of implementing the Common Core State Standards as well as pertinent standardized assessments.
- Knowledge of NWEA protocols of assessments and a plan to help our school's population of students succeed.
- A commitment to implement and enforce academic rigor and raise student performance and test scores.
- Excellent analytical and organizational skills.
- The ability to analyze and organize data to direct student curriculum.
- Proven ability to facilitate and motivate change to achieve results.
- Demonstrated. Ability to work collaboratively to implement a school-wide discipline program and effective classroom management that has resulted in improved school culture and climate.
- Proven ability to implement effective recruitment, selection and hiring practices.

- The technological savvy necessary to promote the use of technology within the school curriculum to prepare students for higher education as well as supporting and educating faculty and staff the use and adoption of technology.
- Demonstrated experience in creating instructional strategies to meet the needs of a diverse student body including both high and low achieving students, ELL and special needs students.
- Grant writing experience and/or identifying and securing additional school resources.
- The ability to create structures that develop teacher leadership and ongoing professional learning cycles.
- The capacity to be open to strong partnership with the Network working towards achieving coaching protocols and job embedded professional development.

**Credential Requirements:**

- A minimum of 3-5 years of proven and successful experience in a school-based leadership role
- Master's Degree
- Illinois Type 75 Certificate
- CPS Principal Eligibility Status
- Completed hours of training with Teacher Evaluation Framework, Reach, NWEA, PARCC, common core or other elements that facilitate an engaging environment of optimal learning.

**Network:** Network 11  
**School name:** Fort Dearborn Elementary School  
**Address:** 9025 S. Throop Street  
 Chicago, IL  
**Administrative grade:** PK-8  
**Submit to:** Sabrina Ford, LSC Chairperson  
**Application Deadline:** March 2, 2016

To apply, candidates must submit their resume, cover letter, [CPS Principal Eligibility Verification Form](#) and any other requested application materials to [CPSPrincipals@cps.edu](mailto:CPSPrincipals@cps.edu). Additional attachments will not be accepted. Please follow the guidelines below in submitting your application:

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<ul style="list-style-type: none"> <li>• Your First and Last Name</li> </ul>	<ul style="list-style-type: none"> <li>• Your First and Last Name</li> </ul>
<ul style="list-style-type: none"> <li>• School Name for which you are applying</li> </ul>	<ul style="list-style-type: none"> <li>• Your Position Title</li> </ul>
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- Champion teacher excellence through a focus on continuous improvement.

- Establish, nurture and protect a culture driven by college and career readiness.
- Empower and motivate families and communities to become engaged in student learning.
- Relentlessly pursue self-disciplined thinking and actions.

### **School's Information:**

Fort Dearborn Elementary Public School is seeking a Principal candidate who is committed to working in a predominantly African-American community. The candidate must be willing to work effortlessly to nurture our students and present them with opportunities to reach their fullest potential. We are interested in an individual who:

- commits to providing instructional leadership for a school community;
- can establish and maintain an effective learning climate;
- has the ability to foster and build positive student/teacher, parent/teacher, and parent/administrator relationships;
- is familiar with instructional innovation and the research on school change and morale
- is a progressive problem solver able to resolve conflict so that students always benefit from the final outcome;
- works collaboratively with teachers and parents to implement instructional improvement;
- has familiarity with inquiry-based curricula, balanced literacy, differentiated instruction, and authentic assessment;
- has experience with service learning and social development programs;
- is interested in developing a caring school culture and an enriching professional community;
- can provide dynamic, positive leadership;
- leads with the understanding of being able to adapt and manage change effectively; and
- Above all, put students' needs first! Make decisions and provide leadership for the betterment of our students.

### **Required Qualifications**

- Demonstrated ability to work effectively in an environment with significant community and parent involvement
- Implement a vision that takes the school on a mission of succeeding today, tomorrow, and in the future
- Knowledge and experience using data to bond curriculum and instruction to get desired results
- Experience with understanding and implementing the school SQRP to impel daily operations
- Knowledge and use of executing positive discipline interventions
- Excellent interpersonal skills and enthusiasm with working and encouraging others
- Exhibit knowledge of current best practices and instructions in CPS elementary schools
- Ability to work collaboratively to implement a school-wide discipline program and effective classroom management



- Knowledge of school budget and external accounts
- At least five years of elementary/middle school teaching experience

### **Required Credentials**

- Valid Type 75
- Master's Degree
- CPS Principal Eligibility Status at the time of selection. Please go to [www.CPSLeaders.com](http://www.CPSLeaders.com) to get information on CPS Principal Eligibility Process.
- A minimum of five years of proven successful experience in a school-based administrative position in an urban school district.

### **Preferred Credentials**

- Solid understanding of the Auburn/Gresham neighborhood and its resources
- Familiarity and practice with implementing and supporting diverse learner community
- Experience with modeling and coaching teachers on effective instructional practices
- Teaching in an urban setting

**Network:** Network 4  
**School name:** Inter-American Magnet School  
**Elementary Address:** 851 West Waveland  
**Administrative grade:** PK-8  
**Submit to:** Margot Gordon  
**Application Deadline:** March 2, 2016

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- Relentlessly pursue self-disciplined thinking and actions.

**School's Information:**

Inter-American Magnet School (IAMS) is a leader in multilingual, multicultural education since 1975. IAMS is the nation's second oldest Spanish-English dual language program (also known as Two-Way Immersion) and was originally founded by parents. This school serves approximately 640 diverse students in preschool through 8th grade from all over Chicago.

Inter-American Magnet School seeks to promote academic excellence through dual language and multicultural education. The school's faculty is committed to dual language education, social justice, ecology, and a curriculum focused on the peoples of the Americas. Collaborative parents, students and staff work to maintain both high academic standards and a nurturing and inclusive environment.

**Recommended Credentials and Developed Skills include:**

- Dedication to dual-language education
  - Ability to read, write and speak Spanish and English fluently
  - Demonstrated innovative and effective instructional leadership
  - Minimum 5 years teaching and 3 years administrative experience in early childhood, elementary and/or middle school
  - Knowledge and experience with Response to Intervention (RTI) philosophy and practices and commitment to diverse learners
  - In depth cross-cultural experience
  - Facilitative decision-making philosophy of leadership that empowers teachers and engages and increases parental involvement
  - Ability to formulate and execute school's vision among all stakeholders
  - Ability to identify and execute new key initiatives, programs, and processes
  - Knowledge of the school budget and CIWP process
  - Experience with innovative class scheduling for student's core and supplementary classes
  - Expertise in grant-writing and fundraising to support school programs
  - Knowledge, understanding and experience with school safety, discipline, and modelling
  - Excellent public-relations and community outreach skills
  - Proven ability and commitment to supporting innovative and effective teacher instruction
- Candidate Requirements (skills, experience, etc.)

**Network:** Network 9  
**School name:** Irvin C Mollison Elementary School  
**Address:** 4415 South Dr. Martin Luther King Drive  
Chicago, IL 60653  
**Administrative Grades:** PK-8  
**Submit To:** J. Taylor-Ramaan  
**Application Deadline:** March 2, 2016

To apply, candidates must submit their resume, cover letter, [CPS Principal Eligibility Verification Form](#) and any other requested application materials to [CPSPrincipals@cps.edu](mailto:CPSPrincipals@cps.edu). Additional attachments will not be accepted. Please follow the guidelines below in submitting your application:

Subject Line of Email Must Include	Body of Email Must Include
<ul style="list-style-type: none"><li>Your First and Last Name</li></ul>	<ul style="list-style-type: none"><li>Your First and Last Name</li></ul>
<ul style="list-style-type: none"><li>School Name for which you are applying</li></ul>	<ul style="list-style-type: none"><li>Your Position Title</li></ul>
<ul style="list-style-type: none"><li>E-Bulletin Date of Principal position posting</li></ul>	<ul style="list-style-type: none"><li>Your Current School or Department</li></ul>
	<ul style="list-style-type: none"><li>Your Contact Information (Address, Phone, and Email)</li></ul>

Please submit your cover letter and resume using the following format:

Last Name. First Name Cover Letter/Resume

Ex: Smith. John Cover Letter/Smith. John Resume

This is a four-year performance contract. **An applicant must be Eligible under Board Policy re: Principal Eligibility # 14-0723-P01 before a Uniform Principal Contract can be awarded.** Please see the [Eligibility requirements](#) in this document or visit [www.CPSLeaders.com](http://www.CPSLeaders.com) for more information.

The mission of the Chicago Public Schools (CPS) is to ensure that every child in every community has access to a high quality education and graduates ready for college and career. To fulfill our mission, we are seeking innovative, entrepreneurial, results-oriented school leaders with a deep sense of responsibility and commitment, not only to the students in their schools, but also to the communities in which their schools reside. Principals at CPS are key levers for change and are critical to the success of our schools.

**In accordance with the CPS Principal Competencies, we expect principals to:**

- Create powerful professional learning systems that guarantee exceptional teaching and learning for students.

- Champion teacher excellence through a focus on continuous improvement.
- Establish, nurture and protect a culture driven by college and career readiness.
- Empower and motivate families and communities to become engaged in student learning.
- Relentlessly pursue self-disciplined thinking and actions.

## **School's Information:**

### **About the School**

Irvin C. Mollison Elementary School is located in Chicago's historic Bronzeville community. It is a neighborhood located on the South Side of the city of Chicago, Illinois. Currently, Mollison welcomes about 420 students and their families each day. Mollison has two half-day preschool programs, as well as, full day kindergarten through 8<sup>th</sup> grade classrooms. We are proud to say that Mollison's middle school is a Candidate School for the International Baccalaureate Middle Years Program. We are also a World Language Academy, offering instruction in both English and Spanish. Mollison offers a full range of afterschool activities ranging from academic to extracurricular programs, a boys' and girls' basketball team, track and field, a student council, flag football, and a range of other activities. We also have partnerships with different national and community agencies, businesses, and individuals who are willing to lend their time and talent to support our students. At Mollison, we are proud to have an involved and supportive Local School Council and a host of parents that regularly volunteer to support the success of Mollison. Most importantly, however, Mollison School is filled with children who have dreams, and their dreams are filled with becoming future leaders and global citizens.

### **Candidate Profile**

Here at Mollison, we are seeking a Visionary who will develop and implement a plan of action that will establish Mollison as a high performing neighborhood school in the very near future. WE SEEK a 21<sup>st</sup> century school leader who will put children first, prioritize placing a high quality education in front of EVERY child, and cultivates and nurtures a school-wide culture that will help our students realize their greatest potential.

### **Candidates must possess the following qualities.**

- Understands, respects, and is invested in the school community
- Uses resources in the community to build strong partnerships i.e. local agencies and services, community businesses and organizations
- Takes a leadership role in promoting, embracing and supporting the values of the International Baccalaureate program and World Language programs
- Will be present throughout the school community
- Will advocate for Mollison's students on city, state, and federal levels on educational issues that effect:
  - The school's future and educational goals (CIWP)
  - Budgeting decisions
- Will actively promote and highlight all of the school's offerings
- Lead with integrity and honor as required by CPS' Principal Job Description and LSC
- Partners with staff & faculty to move the school forward

- Develops and implements an action plan that will be unique to the needs of the school, one that includes short-, midrange-, and long-term goals that will further establish Mollison as a high performing neighborhood school that prepares students to compete in the broader global society
- Recognizes that the school, its staff & faculty are an extension of each students' family who need unique supports
- Writes and wins grants to supplement budget
- Knowledgeable about REACH Framework evaluation process/ Charlotte Danielson evaluation system
- Knowledgeable about opportunities and challenges facing urban schools
- Ability to connect with the rich history and resources of the community
- Possess strong financial management skills
- Works as a team player; collaborator
- Meet CPS Principal Guideline Requirements (*although candidate does not have to be on Eligibility list*)
- *Minimal*, Master's degree in Education, Educational Leadership, Curriculum and Instruction, etc. required
- Proven success as a classroom teacher
  - Advising highly qualified teachers, staff, etc., on
  - Advanced curriculum and instructional support
  - Providing instructional support that is student- and teacher-focused
  - Includes best practices, innovative instructional technologies to advance all teachers' pedagogical knowledge
  - Recognizing the importance of data is not superseded by the face of child, teacher, family, etc.
  - Encourages project-based learning, civic responsibility, and social/emotional learning
- Ability to supervise, interpret and integrate results of school-wide assessments such as NWEA, TRC, Dribbles, to meet the needs of the International Baccalaureate program and professional development needs
- Capable of disaggregating data to develop strategic instructional plans designed to improve student outcomes
- Able to meet the needs and differentiate supports for Diverse Learners (*including, the gifted and talented*)
- Experience with or proven knowledge of the following programs:
  - Sports Development and Expansion
  - Restorative Justice in a school setting
  - Academic enrichment

## **ADDITIONAL INFORMATION ABOUT THE EBULLETIN**

### **Item 1: Application Instructions for Job Openings**

Teachers and ESP/PSRP who are interested in applying for school-based positions must submit an application at <https://cpsk12il.taleo.net/careersection/3/jobsearch.ftl?lang=en> . If you need any assistance call (773) 553-HR4U. School-based positions include, but are not limited to, the following categories:

- Case Managers
- Children’s Welfare Attendants
- Counselors
- Parent Workers
- School Clerks
- School Security
- Special Education Classroom Assistants
- Teacher/Instructional/School Assistants
- Teachers—including City-wide, Lead, Ancillary

Candidates applying for school-based administrator positions (Principal) should continue to follow the instructions as outlined in this eBulletin for their position type.

### **Item 2: Submission Instructions for Job Listings**

If you have any unfilled Principal position you would like to advertise in the eBulletin, to request the PRINCIPALSHIP E-BULLETIN TEMPLATE or e-mail the following information (Position Description) to [CPSLeaders@cps.edu](mailto:CPSLeaders@cps.edu).

#### **Principalship Positions Only**

- **Local School Councils**, please contact the Office of Principal Quality Initiatives to request the Bulletin Template and posting guidelines at [CPSLeaders@cps.edu](mailto:CPSLeaders@cps.edu) or (773) 553-1515.
- The Approved posting will be forwarded for advertisement in the e-Bulletin.

#### **Contact Numbers**

- **Employee Services** (773) 553-HR4U
- **Payroll Services** (773) 553-4729
- **Employee Benefits** (773) 553-HR4U

### **Item 3: Residency Policy**

Below are frequently asked questions regarding the Residency Policy of the Board of Education. We hope that the answers to these questions will inform you on your compliance status with this policy. If you have additional questions, please contact Teacher Recruitment and Workforce Planning at (773) 553-HR4U.

***Why does the Board have a residency policy?***

The Board believes that a policy requiring employees to reside within the city limits of Chicago best serves the educational and governmental purposes of the Board. Factors involved in the decision for adopting a residency policy include:

- Enhanced quality of performance of duties by employees who, as residents of the city, have an increased personal stake in the progress of the Chicago Public Schools and more awareness of conditions existing in the system.
- Employees residing in the city are more likely to have contact with community leaders and citizens through public school and community activities.
- Absenteeism and tardiness among employees will decrease.
- A residency policy benefits Chicago and the CPS economically through the payment of local sales tax and real-estate taxes by CPS employees and educationally through the vested interest in the system by its employees.

***Whom does the Board's Residency Policy cover?***

All Board employees are covered by the Residency Policy, except for:

- Day-to-day substitute teachers
- Part-time employees
- Full-time provisional substitute teachers
- Individuals working in the Troops-to-Teachers program
- Interns working for the Board on a part-time or temporary basis
- Individuals participating in professional training programs designed to prepare participants for full-time employment as CPS educators or in Alternative Certification Programs

***Must all employees hired on or after November 20, 1996, reside within the city limits of Chicago?***

Yes. All employees hired on or after November 20, 1996, are required to be actual residents of the City of Chicago within six months of beginning employment with the Board.

***Must employees hired before November 20, 1996, reside in Chicago?***

No. All employees hired prior to November 20, 1996, who have remained continuously employed by the Board shall not be required to live within the city limits of Chicago regardless of whether such employees have moved into the city since November 20, 1996.

***How does the Board define "continuously employed"?***

The Board defines "continuously employed," as employment not interrupted by a break in service. A break in service refers to a loss of employment as a result of discharge, separation, and/or resignation not followed by rehire within one year. However, in accordance with the Reassigned Teachers policy, teachers whose positions were closed who secured full-time positions within two years following honorable termination from the system shall not be considered to have had a break in service for purposes of this policy.



***What happens to an employee hired prior to November 20, 1996, who experiences a break in service after November 20, 1996?***

An employee hired prior to November 20, 1996, who has had a break in service after November 20, 1996, will be required to reside in Chicago within six months after returning to full-time employment with the Board if not rehired within a year of experiencing the break in service.

***What is meant by “residency”?***

“Residency” refers to an employee’s domicile, the one actual place where an employee lives and has his or her true, permanent home to which, whenever he or she is absent, he or she has an intention of returning.

***Are employees obligated to inform the Board of a new residence?***

Employees must provide the Board with a Change of Address form within 60 days after changing residency. Notification to the Board of a change of residency shall be made using the procedures, forms, and documentation established and provided by the Talent Office.

***Where can employees obtain Change of Address forms and where should the forms be submitted?***

Change of Address forms can be obtained at the local schools, downloaded from the Talent Office website at [hr4u@cps.edu](mailto:hr4u@cps.edu), or picked up at the Staffing Unit of the Talent Office.

***What happens to employees in violation of the Board’s Residency Policy?***

The Board adopts a Warning Resolution against any principal or tenured teacher found to be in violation of the residency policy. Such individuals will be notified that they are subject to discharge if they fail to reside in Chicago within six months of receiving notification of the Warning Resolution. Those failing and/or refusing to comply with the Warning Resolution will be subject to discharge.

Similarly, all Board employees, other than tenured teachers and principals, subject to the Board’s residency requirements who violate the residency policy, shall receive a written warning signed by the Chief Executive Officer indicating that the employee may be discharged if they fail to establish residence in Chicago within six months after receipt of the warning. Again, failure or refusal to comply with the written warnings will subject employee to discharge.

**NOTE:** Any Board employee who intentionally provides (or provided) falsified documents and/or residential address to avoid the requirements of this policy shall be subject to immediate discharge without the need for a written warning.

***Are employees in high needs positions automatically exempt?***

No. Employees hired on or after November 20, 1996, working in positions in assessed high needs areas must continue to work in those positions to be exempt from the policy. In the event such an employee no longer works in such a position or the area is no longer assessed as a high needs area, the employee must establish residency in Chicago within six months of the start of the school year immediately following the change in position or re-assessment of area.

***Can hardship exemptions to live outside the City of Chicago be obtained? No.***

***Can employees apply for and receive extensions to the six-month grace period for establishing residency within Chicago?*** No.

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**TALENT OFFICE—EMPLOYEE SERVICES | 2651 W Washington Blvd | Chicago, IL 60612  
Call Center: 773-553-4748**

**Employee Services provides the following:**

**All Staffing Services**

- New Hire Enrollment
- Re-hire Staffing
- Fingerprint background checks
- Photo ID Processing
- Certificate Registration
- Resignation and Retirement Processing

**All Salary Upgrades**

- Lane and Step Placements
- NCLB Upgrades

**All Employee Services**

- Medical Leaves
- Reinstatement to Work
- Fitness for Duty
- Reasonable Suspicion
- Non-Medical Leaves (includes Student Teaching, On-loan, and Sabbatical)

**All Benefits Customer Services**

- General Inquiries on Benefits Enrollment
- Submission of any Benefits-Related Documentation

**Employee Services**, 2651 W Washington Blvd, is near public transportation and offers free parking. Visit [hr4u@cps.edu](mailto:hr4u@cps.edu) for directions.

**Employees may now update/add the following information:**

- [Home Address and Phone Number](#)
- [Federal W-4 Elections](#)
- [Direct Deposit Information](#)

Visit [hr4u@cps.edu](mailto:hr4u@cps.edu) for instructions.