

**MT. VERNON TOWNSHIP HIGH SCHOOL
320 SOUTH SEVENTH STREET
MT. VERNON, ILLINOIS 62864
(618) 244-3700
FAX (618) 244-8047**

MICHAEL SMITH, Superintendent
SHIRILYN HOLT, Board Secretary
ANGELA BRENTLINGER, Director of Finance
ROBERT KNUTSON, Assistant Principal/Vocational Director
NEIL CHANCE, Assistant to the Superintendent

RON DANIELS, Principal
TAMMY BECKHAM, Assistant Principal
JOYCE DALTON, Assistant Principal
DOUG CREEL, Athletic Director

NOTIFICATION OF VACANCY

**Assistant Principal
Curriculum and Instruction
12-Month Contract**

Starting Date: July 1, 2011 or as soon as possible after hiring

JOB GOAL: To use leadership, supervisory and administrative skills so as to promote the educational development of students and staff.

The Following Qualifications Are Preferred:

1. Masters Degree in Educational Administration with a Type 75 Certificate.
2. Prefer previous administrative experience.
3. High School experience preferred.
4. Excellent Communication Skills.
5. Experience working with diverse populations
6. An understanding and a commitment to the philosophy that all students can be successful.
7. Ability to build rapport with students, staff, parents and community members
8. Knowledge of student management systems.
9. Experience in curriculum development, instructional strategies, and student assessment approaches.
10. Expertise in data analysis and data interpretation.

Applications are due by March 31, 2011 or until filled. Please add Curriculum and Instruction to the outside of the letter.

Letters of interest and resume should be directed to:

Mt. Vernon Township High School
Dr. Michael Smith
320 S. 7th
Mt. Vernon, IL 62864