

# Pana Community Unit School Dist. No. 8

14 East Main Street  
P.O. Box 377  
Pana, IL 62557

## Be A Part of the Pride

TELEPHONE: 217-562-1500  
FAX: 217-562-1501

### NOTICE OF VACANCY (External) February 13, 2024

**POSITION:** Superintendent of Schools

**SALARY:** Regionally competitive.

#### **QUALIFICATIONS:**

1. Minimum of a M.S. in school administration with a valid Illinois professional educator license (PEL).
2. At least two years experience as an administrator or supervisor in public schools, the State Board of Education, education service regions, or in certain approved non-public schools.
3. 2 - 4 yrs. previous experience in an educational setting, preferably in a teaching role. Knowledge of Microsoft Office programs including Word, Excel, Access, PowerPoint, etc.
4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents and staff).
5. Ability to understand and follow basic oral and written instructions.
6. Ability to communicate to students, parents and staff in an acceptable/courteous manner.

#### **DUTIES:**

1. Oversee the total school operations (building, curriculum, budget, extra-curricular programs, staffing, non-professional personnel, student behavior).
2. The Superintendent is the coordinator of District-wide functions.
3. Administering, or causing to be administered, all rules, regulations, and policies of the Board of Education.
4. Establishes and prepares meeting agendas, presents items for consideration to the Board, and responds to inquiry from the Board.
5. Manages a staff of administrators including the Assistant Superintendents, Directors, and Principals.
6. Directing personnel without exceeding the scope of established Board policies.
7. Provides goal setting with Board and staff.
8. Preparation of regular and special reports to the Board of matters pertaining to school finance, administration, curriculum, personnel and public relations.
9. Responds to staff and community regarding questions or problems about school operations.
10. Recommends policy and program decisions to the Board.
11. Makes regular building visits.
12. Recommending to the Board the selection of all textbooks and education materials and courses of study.
13. Monitors the terms of the contract with the teacher's association to ensure no violations.

**Jason Bauer, Superintendent**



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14. Developing or causing to be developed a school curriculum and educational programming that meets the legal requirements and conforms to Board policies.
15. Recommending to the Board a levy, school budget, and operating the schools within the adopted levy and budget limits.
16. Recommending or causing to be recommended all personnel to the Board for employment.
17. Acting as a mediator in settling intra-school differences.
18. Seeing that proper and adequate records are kept in all departments, such as finance, student accounting, property, policies, etc.
19. Recommending a school calendar for the ensuing year for Board approval.
20. Assigning of teachers to their positions and making such transfers from one position to another as well as promote the interests of each school after consultation with the administrative staff.
21. Setting up a schedule for district-wide in-service training of both professional and nonprofessional employees.
22. Devising a system and participating in the annual evaluations of administrators, teachers, and nonprofessional employees.
23. Developing sound and on-going public relations, involving the media, civic organizations and other community groups. The Superintendent shall involve the administrators, teachers, students, and Board members in the presentation of the school to its public.
24. Preparing or causing the preparation and submission of all reports requested by the state agencies, which have jurisdiction over schools.
25. Ensures compliance with appropriate State and Federal constitutional and statutory rules and regulation.
26. Keeping abreast of current trends in education and strive to upgrade the curricular offerings and the instructional and nonprofessional staff.
27. Attends various organizational meetings outside district. (I.e. Special Education Cooperative, Economic Development, Professional Associations, etc.)
28. Keeping alert to sources of funds which will cause the upgrade of curricular offerings at all times.
29. Perform any other duties as assigned by the Board of Education.
30. Coordinate and help administer the operations of the District's Educational Foundation.

**APPLICATIONS:** The following documents should be submitted by **3:00 p.m. on March 14, 2024**

1. Letter of Application
2. Resume
3. Job Application [www.panaschools.com](http://www.panaschools.com)
4. Three (3) Letters of Reference
5. Copy of Transcripts
6. Proof of Licensure

**Jason Bauer, Superintendent**



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### APPLY TO:

Mail or Email  
Mr. Kyle Anderson, School Board President  
Pana Community Unit School District #8  
14 East Main Street - P. O. Box 377  
Pana, IL 62557  
Email: [kanderson@panaschools.com](mailto:kanderson@panaschools.com)

**PLEASE POST IN ALL BUILDINGS ON TEACHER'S BULLETIN BOARD.  
A copy is being sent to the P.E.A President.**

**Jason Bauer, Superintendent**

