

# Region III Special Education Cooperative

*Region III Special Education Cooperative*  
*Serving Member School Districts meeting the needs of children*  
*1800 Storey Lane, Cottage Hills, IL. 62018 Phone (618) 462-1031 Fax (618) 462-1035*  
*Messina Lenger, Director*

## Notice of Anticipated Vacancy

**Position:** Principal  
Journeys School

**Start Date:** 2019-2020 School Year

**Location:** Journeys School, Delhi, Illinois

**Qualifications:** Illinois Type 75 School Certificate with General Administrative Endorsement.  
Previous successful experience in the field of psychology, social work or behavioral science.  
Understanding of the functions of behavior and how to respond appropriately.  
Extremely positive and calm character.

### **Job**

**Description:** DUTIES AND PERFORMANCE RESPONSIBILITIES

- A. Be an integral and visible part of the Journeys team, being present in the classroom, during ACT lessons, and all team meetings, and during crisis intervention in addition to filling in for staff absences as needed.
- B. Supervise and evaluate the planning and implementation of instructional and related services consistent with each student's IEP in the Journey's Program.
- C. Conduct and facilitate regular faculty and team meetings, including impromptu problem solving meetings to address behavioral concerns and how to respond successfully.
- D. Conduct and/or coordinate staff development activities in accordance with best practices.
- E. Supervise and coordinate state assessments.
- F. Supervise, administer, and allocate the financial budget.
- G. Communicate with Jersey District maintenance staff and food service contractors to ensure a healthy and safe environment.
- H. Supervise and coordinate support services including secretarial, custodial and food service.
- I. Continually focus on curriculum and instruction issues including data driven planning to increase student achievement relevant to Journeys Program and provide necessary and on-going staff development.
- J. Provide and/or facilitate staff in-service on best practices with students exhibiting emotional and behavioral challenges.
- K. Conduct staff supervision and evaluations that are consistent with Region III policy and procedures.
- L. Maintain accurate class lists.
- M. Oversee appropriate and necessary data collection efforts for students.

- N. Coordinate and oversee the IEP process and review IEPs for compliance with regulatory requirements.
- O. Orient and supervise new faculty and staff in a timely manner.
- P. Provide parent, staff and student consultation as necessary.
- Q. Supervise the preparation of major incident reports, accident reports and other appropriate documentation related to incidents that may occur.
- R. Provide information regarding projections for needed equipment, supplies, materials, technology, staff and budgetary support in a timely manner.
- S. Attend intake meetings and IEP meetings of Journeys students.
- T. Other duties as assigned.

**Terms of**

**Employment:** 190 Days per Year

**Salary:** Salary to be established by the Executive Board.

**Date Posted:** November 26<sup>th</sup>, 2018

**Apply to:** Send Resume and cover letter to Messina Lenger, Director  
Region III Special Education Cooperative  
1800 Storey Lane, Cottage Hills, IL. 62018  
or email [cheffner@region3sec.org](mailto:cheffner@region3sec.org)

**Deadline:** January 11<sup>th</sup>, 2019