

FRANKFORT COMMUNITY UNIT SCHOOL DISTRICT #168

Administrative Service Center
P.O. Box 425
900 N. Cherry St.
West Frankfort, IL 62896
P: (618) 937-2421 • F: (618) 932-2025
www.wfschools.org



Mr. Matt Donkin
Superintendent

Denning Elementary School
1401 W. Sixth Street
(618) 937-2464

Frankfort Intermediate School
800 N. Cherry Street
(618) 937-1412

Central Junior High School
1600 E. Ninth Street
(618) 937-2444

Frankfort Community High School
601 E. Main Street
(618) 932-3126

Office of Student Services
508 E. Main Street
(618) 932-6079

POSITION VACANCY NOTICE

June 1, 2026

Principal at Frankfort Community High School (260 days / 12 months) 2026-2027 School Year

Frankfort CUSD #168 is accepting applications for the position of Principal at Frankfort Community High School, a school serving students who are generally in grades nine through twelve, for the 2026-2027 school year. Interested candidates must submit a letter of interest, a resume, and three letters of recommendation. Please email materials to mdonkin@wfschools.org or mail to Frankfort CUSD #168, C/O Matt Donkin, 900 North Cherry Street in West Frankfort, IL 62896. Applications will be accepted until the position is filled.

Position: Principal at Frankfort Community High School (260 days / 12 months)

Qualifications: Valid Professional Educator License with Administrative or Principal Endorsement.

Duties: Per Job Description.

Salary: As Per Negotiated Contract.

Reports To: Superintendent.

Start Date: 2026-2027 School Year.

If you are interested in the above position, please contact Mr. Donkin by email or mail to the Administrative Service Center and complete the on-line application found at www.wfschools.org at your earliest convenience. Applications will be accepted until the position is filled.

Handwritten note:
26 to post
KMP
11/16

FRANKFORT COMMUNITY UNIT SCHOOL DISTRICT #168

Job Description and Duties

Title: Principal

Building(s): Frankfort Community Unit School District #168

Schedule:

To be determined pending building assignment and specific contract, but work days of position will extend beyond the regular, 180-day school year.

Expectations:

For our schools to be successful with high performing faculty, staff, and students, the position of principal as the leader of the school community is key. From educational leadership to staff development, from leading the physical plant to communicating to parents and the community, principals are expected to manage the many duties and relationships that must be developed to put our students in position to be successful. The principal will also work with the administrators from the other schools in the district, the superintendent, and the Board of Education to align curriculum, instruction, and programming to meet the established goals to serve all parts of the Frankfort Community Unit District.

Duties:

– **Personal and Professional**

- Demonstrates the ability to serve as the professional leader of the school.
- Maintains a level of professional conduct appropriate for the position.
- Exhibits personal and professional conduct which sets a proper example for faculty and staff.
- Accepts and supports administrative decisions and school policy.
- Demonstrates appropriate professional preparation for the position.
- Is recognized as the appropriate representative of the school by parents, students, and colleagues.
- Demonstrates the ability to deal with crises in a way to minimize stress.
- Approaches school operations and programs systematically and with purpose.
- Exhibits personality traits conducive to open communication with staff, students, and parents.

– **Instructional Leadership**

- Maintains an appropriate level of awareness of current developments in curriculum / instructional areas.
- Serves as building leader in the school improvement process.
- Demonstrates the ability to be an effective supervisor of personnel and programs.
- Systematically and effectively evaluates the faculty according to the PERA Committee approved Evaluation Plan.
- Systematically and effectively evaluates the staff according to procedures set out by the District.
- Maintains a cooperative system of communication with faculty, staff, students, and parents.
- Effectively prepares for and leads meetings of groups for which he / she is responsible.
- Coordinates with appropriate District Supervisors and manages the Special Education, Vocational Education, and other programs for identified sub-groups of students in their building.

– **Management**

- Manages time efficiently to be able to meet performance responsibilities as given in Board Policy.
- Effectively manages economical use of materials and supplies.
- Maintains effective supervision of school facilities, equipment, and building needs.
- Maintains a system of discipline which promotes a positive school climate.
- Exhibits the ability to effectively administer school financial accounts.
- Demonstrates the ability to effectively administer school operations and keep required records.
- Attends and participates in the required meetings and staffings for sub-groups of students including, but not limited to, IEP Meetings, 504 Meetings, Truancy Meetings.

– **Administrative Support Team**

- Exhibits self-motivated behavior which shows positive initiative.
- Accepts ownership of problems and work delegated to others.
- Demonstrates the ability to be a contributing member of the District's Administrative Team.
- May perform other duties as assigned.