LEWISTOWN CUSD #97

15501 E Ave L
Lewistown, Illinois 61542
309-547-5826

Lewistown CUSD #97 has the following opening for the 2026-2027 school year.

JH/HS Principal (7th-12th grade)

Start date: August 1, 2026

Qualifications:

- Minimum of five (5) years teaching experience, preferably at the Junior High or High School level
- Hold or be able to obtain a valid Professional Educator License with an endorsement in Administration
- Successful completion of ISBE approved Teacher Performance Evaluator Training
- Administrative experience preferred
- Demonstrated leadership experience in an educational setting
- Strong communication, interpersonal, and organizational skills

Duties to Include

- Establish and maintain effective communication at all times with school personnel, students, and parents
- Work as a supportive and collaborative member of the District administrative team
- Provide leadership and support to students, parents, and staff in a school with an enrollment of 250 students
- Uphold and enforce all district handbooks, administrative procedures, and Board of Education policies
- Create a presence in the building to prevent student discipline issues and to support teachers with student behavior concerns
- Provide students with due process, consequence decisions, and parent contact for all major disciplinary office referrals
- Revise and edit parent/student handbook annually
- Arrange for supervision of lunch, on buses, and other areas as needed
- Assist in the administration of the mentor program for new teachers within the district
- Supervision of evening events (extra-curricular), as well as meetings outside regular work hours related to school events
- Participate on various district committees, including the PERA Joint Committee, Professional Development Committee, and School Safety Committee
- Create and disseminate staff and parent communication, as well as monthly Board communications
- Provide instructional assistance to teachers and evaluate certified and non-certified staff members in a satisfactory and timely manner
- Assist the Superintendent with recruiting, interviewing and selecting new personnel
- Participate in the school improvement planning process
- Coordinate professional staff development activities/teacher institute days in collaboration with the Superintendent and in sync with district and school goals
- Plan and coordinate meetings that foster the development of students, staff, administration, and parents
- Assist in the evaluation and implementation of new curricular materials
- Maintain assessment platforms for the school-NWEA MAP, AimsWeb, Reading Plus, IAR, ISA, DLM, etc
- Regularly update and monitor the school website and other social media platforms to communicate regarding students and instructional and extracurricular activities taking place within the school
- Create, maintain, and manage 504 plans, providing communication and documentation
- Collaborate and coordinate special education student needs with Special Education Administrator and Superintendent

Salary/Benefits

- 11 month position
- Regionally competitive salary (to be negotiated with the Board of Education and based on experience)
- Board paid TRS
- Board paid single employee health insurance

Timeline for filling this position:

- Application due: January 5, 2026
- Interviews: January 2026
- Recommendation and Board Approval: February 2026

If interested in applying for this position, please send formal letter of application, resume, and letters of recommendation to:

Jeff Braun, Superintendent
jeffbraun@lewistown97.net
309-547-5826