

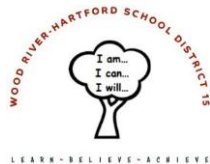
Wood River – Hartford SD15

JOB POSTING Superintendent

Wood River-Hartford Elementary School District #15 proudly serves students in Pre-K through 8th grade across the Wood River and Hartford communities. The district is committed to providing a safe, supportive, and engaging learning environment where every student has the opportunity to grow academically, socially, and emotionally. Through dedicated educators, strong community partnerships, and a focus on student success, District #15 works to prepare students with the knowledge, skills, and confidence they need for continued success in high school and beyond.

PERFORMANCE RESPONSIBILITIES:

- Attends and participates in all meetings of the Board, except executive sessions of those meetings which are concerned with the superintendent's employment. By mutual agreement, the superintendent may be absent from a meeting.
- Initiates and guides the development of policies for Board consideration and develops such administrative rules and procedures as may be necessary to implement Board policies.
- Directs the preparation and presentation of the annual operating budget to the Board of Education for approval and implements the Board approved budget. Directs the preparation of reports indicating the status of the budget and financial affairs of the school system.
- Prepares and submits to the Board recommendations relating to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, reports, and alternatives as are needed to insure the making of informed decisions.
- Informs and advises the Board about programs, practices, and problems of the schools, and keeps the Board informed of the activities operating under the Board's authority.
- Holds such meetings of teachers, other personnel, lay groups, etc., as necessary for the discussion of matters concerning the improvement and welfare of the schools.
- Keeps the public informed of updated educational practices, goals, educational trends, and the policies, practices, and problems in the District's schools.
- Delegates at own discretion to other employees of the Board the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the superintendent of responsibility for the action taken under such delegation.
- Keeps informed of updated educational thought and practices by current study, by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means, and keeps the Board informed of trends in education.
- Makes recommendations to the Board for adoption of all courses of study, curriculum guides, major changes in texts and time schedules to be used in the schools.
- Maintains adequate records for the schools, including system of financial account, business and property records, personnel, school population, and scholastic records.
- Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
- Prepares the annual school calendar for the Board's approval.
- Maintains a schedule of major administrative deadlines.
- Develops an agenda for Board meetings.
- Directs the building principals and/or other personnel (when appropriate) in achieving a high-quality educational program to meet the needs of the children of the school system.
- Performs administrative evaluations and recommends all potential employees for hire.
- Develops and implements strategies to carry out Board approved District objectives.
- Performs such other tasks as may, from time to time, be assigned by the Board.



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MINIMUM QUALIFICATIONS:

- A Masters Degree from a National Council for Accreditation of Teacher Evaluation (NCATE) accredited college or university.
- Hold a valid Administrative Certificate with a Superintendent's endorsement that fulfills the State of Illinois certification requirements.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

ADDITIONAL INFORMATION:

- Compensation: A regionally competitive salary.

PROJECTED TIMELINE:

- Application Deadline: November 3, 2026 by 3 pm.
- Candidates Presented to the Board: November 17, 2026.
- Board Interviews Candidates: December 14 and 15, 2026.
- New Superintendent Appointed: January 2027
- New Superintendent Begins: July 1, 2027

APPLICATION PROCESS:

Applications can be found on the District website (www.wrhl5.org). Posting will remain open until filled.

Please furnish:

- A letter indicating interest in the position
- A current professional resume
- The names, titles and addresses and phone numbers of three current professional references
- Professional credentials, certificates, and transcripts.

APPLY TO: Mrs. Chrissy Malone, District Secretary

cmalone@wrhl5.org

Wood River - Hartford School District #15

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