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ANNOUNCEMENT OF VACANCY  
**Superintendent of Schools**  
**Roxana CUSD 1**



**Mission:**

Achieving Excellence with Passion,  
Pride, and Partnership

July 2025

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## ANNOUNCEMENT OF VACANCY

The Board of Education of Roxana CUSD 1, Roxana, Illinois is seeking qualified applicants for the position of Superintendent of Schools. The Board wishes to select a superintendent who will begin work on July 1, 2026.

The Board expects to offer a salary in the range of \$140,000-\$160,000 and a competitive benefits package including: sick leave, vacation days, personal days, health insurance, dental/vision insurance, life insurance, TRS/THIS contributions, and professional membership dues. It is expected that the initial contract will be for a multi-year period, as authorized by Illinois statutes. Residency in the district is preferred.

## A PROJECTED TIMELINE

### **Application Deadline**

**September 23, 2025**

### **Candidates Presented to Board:**

**October, 2025**

### **Board Interviews Candidates:**

**October, 2025**

### **New Superintendent Appointed:**

**November, 2025**

### **New Superintendent**

**Begins: July 1, 2026**

## THE SCREENING TEAM

A Screening Team from the Illinois Association of School Boards has been selected to assist the Board of Education in securing and screening applicants. The team will include:

**James (Jim) W. Helton**, Associate Executive Director, Executive Searches, Illinois Association of School Boards, Springfield, Illinois.

**Timothy Buss**, Consultant, Executive Searches, Illinois Association of School Boards, Springfield, Illinois.

This Professional Superintendent Search is being conducted by the Illinois Association of School Boards, James (Jim) W. Helton, Consultant, Executive Searches, (217) 528-9688, ext. 1240.

## APPLICATION INSTRUCTIONS

IASB has an online application process and does not accept mailed, emailed, hand delivered or faxed application packets.

Please begin your application process at: <https://iasb.myrevelus.com/>

Applicants will need to establish a user name and password. Applicants will be asked to give consent to a limited background inquiry. Completed responses to statements identified in this announcement will be required.

All applicants must apply online by Noon (CST) September 23, 2025 and upload the following documents to receive consideration:

1. A formal letter of application indicating your desire to be a candidate for this position.
2. A formal resume that includes a summary of achievements in administrative positions, educational vision and goals, personal leadership philosophy and reasons for your interest in this position.
3. At least three recent letters of reference dated within the last 3 years.
4. Copies of transcripts from each college/university attended. (Please redact/remove your social security number and birthdate before uploading any of these items).
5. Proof of qualification and licensure to be a superintendent in the state of Illinois (copy of the administrative licensure with all related endorsements\*) or other evidence showing qualification to be a superintendent in another state. (Please redact/remove your birthdate before you upload this document). \*Information on certification and licensure can be obtained by contacting the Illinois State Board of Education, Division of Professional Preparation, 100 North First Street, Springfield, Illinois 62777 or by visiting the ISBE website at [www.isbe.net](http://www.isbe.net).

## GENERAL INFORMATION

**LOCATION** – Roxana is a small village located in the Metro East region of the St. Louis metropolitan area. It is situated in Madison County, in southwestern Illinois, approximately 18 miles northeast of St. Louis, Missouri. Roxana lies along Illinois Route 111 and is easily accessible from nearby highways, including Interstate 255 and Interstate 270, making it well-connected to both local and regional areas. Being close to Alton, Edwardsville, and the greater St. Louis area, Roxana offers residents a balance of small-town living with easy access to the larger urban amenities of St. Louis. The community also enjoys the natural beauty of the surrounding riverfront and rural landscapes.

**TYPE** — PreK-12; 1,725 Students

**OFFICE** — 401 N. Chaffer Avenue, Roxana, IL 62084

**STAFF** — 4 Principals, 2 Assistant Principals, 148 Certified Staff, 122 Support Personnel

**CENTRAL OFFICE PERSONNEL** — Superintendent, Director of Curriculum and Instruction, Chief School Business Official, Director of Instructional Technology, Director of Special Services, Director of Building and Grounds, Director of Transportation, Director of Food Services

**Roxana CUSD 1 is an equal opportunity employer and the Illinois Association of School Boards is an equal opportunity employment search agency.**

## THE DISTRICT

**CURRICULUM** — Roxana School District ensures a rigorous and cohesive educational experience for all students by implementing a Guaranteed and Viable Curriculum (GVC) for every course from PreK through 12th grade. This structured approach ensures consistency in instructional priorities and learning expectations across all grade levels. The district is also fully one-to-one with Chromebooks, providing students with digital access to instructional materials, interactive lessons, and various educational software to enhance learning.

To support student achievement, iReady Reading and Math is utilized in grades K-8, offering personalized learning pathways based on students' needs. Additionally, the district's Multi-Tiered System of Supports (MTSS) is embedded in all buildings, ensuring Tier 1, 2, and 3 interventions are in place to address academic and behavioral needs. While textbooks are regularly updated and used as resources, they are supplemented with a variety of software programs to provide a well-rounded and adaptive learning experience. This comprehensive approach allows Roxana School District to maintain high academic standards while supporting student success at all levels. All schools are rated Commendable by the Illinois State Board of Education.

**SPECIAL PROGRAMS** — Roxana School District offers a variety of special programs designed to meet the diverse needs and interests of students. The district provides accelerated learning opportunities to challenge high achieving students and Response to Intervention (RtI) support to assist those who need additional academic help. These structured interventions ensure that all students receive the appropriate level of support to reach their full potential.

**EXTRACURRICULAR OPPORTUNITIES** - Beyond academics, Roxana offers a wide range of extracurricular activities, giving students opportunities to explore their interests and develop leadership skills. Athletics play a vital role in student life. The district offers a comprehensive sports program, including football, basketball, baseball, softball, volleyball, wrestling, cross country, track and field, soccer, golf, tennis, and cheerleading. These programs provide students with opportunities to develop teamwork, discipline, and school spirit. Additionally, students can participate in various clubs, such as Student Council, National Honor Society, Drama Club, Band, Choir, Scholar Bowl, E-Sports, Robotics, Young Authors Club, and Art Club, ensuring that every student can find a place to engage and excel outside the classroom. Through these programs, Roxana School District fosters a well-rounded educational experience that supports both academic success and personal growth.

**SPECIAL SERVICES** — Roxana School District is committed to providing comprehensive special services to support the diverse needs of its students. The district offers Speech Therapy, Occupational Therapy (OT), and Physical Therapy (PT) to assist students in developing essential communication, motor, and functional skills. A full range of Individualized Education Programs (IEPs) and 504 Plans ensures that students with disabilities receive the necessary accommodations and modifications to succeed. Roxana also implements co-teaching models, self-contained classrooms, and instructional programs, along with specialized autism classes, to provide targeted support for students with unique learning needs. Beyond academic and therapeutic services, Roxana prioritizes mental health and well-being. Each building has a dedicated social worker, and the district employs three school psychologists to support students' emotional and academic growth. School counselors and Refuge Mental Health counselors provide additional support at the secondary level, ensuring that students have access to academic and mental health services when needed. Each campus has a full-time nurse and SIHF Health Services operate on campus to provide medical care. Recognizing the importance of addressing basic needs, the district also supports families through an on-campus food bank, offering assistance to those facing food insecurity. These extensive services reflect Roxana's commitment to supporting the whole child, ensuring that every student has the resources they need to thrive.

**FACILITIES** — Roxana Senior High grades 9-12 (includes District offices), Roxana Junior High grades 6-8; Central Intermediate grades 3- 5, South Primary grades PreK-2.

**TRANSPORTATION** — Roxana School District has its own transportation department with a director and mechanic. The district owned fleet consists of large and small buses, multi-functional school activity buses, drivers ed cars, and 3 school vehicles for staff professional development.

**FOOD SERVICE** — Roxana food service is in-house with a director and food service secretary. Each campus has its own kitchen and staff. All students receive lunch free of charge.

**DISTRICT WEBSITE** — [www.roxanaschools.org](http://www.roxanaschools.org)

**DISTRICT MEMBERSHIPS INCLUDE** — IASA, IASB, ASCD, IPA, Riverbend Growth Association.

**MEDICAL** — The metro east offers a wide range of medical services including hospitals, specialty clinics, urgent care centers, and healthcare providers. Local hospitals include Alton Memorial Hospital, OSF Alton, and Anderson Hospital in Maryville. In addition, the proximity to the St Louis metropolitan area provides access to world-class hospitals and provider networks including Barnes- Jewish Hospital and its associated BJC network.

**CULTURAL** – The metro east includes the Alton, Edwardsville, and O’Fallon, areas and Southern Illinois University Edwardsville where a wide range of options in the arts, music, history, theater, and more can be easily accessed. St. Louis is home to a wide variety of cultural experiences, such as the St. Louis Art Museum, Fox Theatre, The Muny, St. Louis Botanical Gardens, and others.

**RECREATION** — The metro east and St. Louis area also offers a wide variety of recreational opportunities for visitors and residents.

- **Bike Trails** - The region offers various bike trails, such as the Mississippi River Trail and the Madison County Transit (MCT) Trails, which run through the Metro East area, connecting communities and offering scenic rides.
- **Golf Courses** - There are several golf courses in the Metro East area, including, Spencer T Olin Golf Course and The Woodlands Golf Club in Alton, Belk Park Golf Course in nearby Wood River, and Fox Creek Golf Course in Edwardsville
- **Fishing and Boating** - With the proximity to rivers like the Mississippi and Illinois, there are numerous opportunities for fishing, boating, and other water-based activities. Various boat launches and fishing spots are scattered across the area.
- **Parks** - Numerous parks with walking trails, tennis courts, pickleball courts, ponds, and playgrounds are in the area.
- **St. Louis** - A short drive across the river, the Gateway Arch National Park in St. Louis offers both historical and recreational experiences, including the Arch itself, museums, and riverfront trails. Additionally, the St Louis Zoo, City Museum, Science Center, Grant’s Farm, Forest Park, and Busch Stadium are a few more examples of great recreational locations.

**PLACES OF WORSHIP** — There are several places of worship representing various denominations and faiths located in the district and in the greater area. Some in-district options include: First Baptist Church of Roxana, Roxana Church of the Nazarene, Connect Church, Crosspoint Church, Ivy Heights Church of God, Wanda United Methodist Church, St. Paul Lutheran Church, and 1st Christian Church of Wood River.

## IDEAL CANDIDATE

**RETAIL** — The metro east offers a wide variety of shopping experiences including malls, large national retailers, and local boutiques. A large variety of grocery stores provide a mix of budget-friendly options and higher-end selections for any needs.

**FRATERNAL AND PROFESSIONAL ORGANIZATIONS** — Riverbend East Rotary Club sponsors local events and provides community service to area residents and students in the Roxana District. Lions Clubs, Knights of Columbus, Elks Lodge, Masonic Lodges, and The Freemasons are also established in the metro east.

**COLLEGES/TECHNICAL SCHOOLS** — The metro east and greater St Louis metropolitan area has many institutions of higher learning including colleges, junior colleges, and technical schools such as Southern Illinois University Edwardsville, McKendree College, St. Louis University, Washington University, University of Health Sciences and Pharmacy - St. Louis, Lewis and Clark Community College, Southwestern Illinois College, and Ranken Technical College.

**INDUSTRY** — ConocoPhillips Refinery and Olin Corporation are two of the major industries in the area.

Candidates will be evaluated on their professional merits and successful experience that demonstrates a good match for the district, with emphasis on the following, specified by the Board of Education. The Superintendent of our district should be an educational leader who:

- **Facilitates meaningful, authentic, and ongoing FAMILY/COMMUNITY ENGAGEMENT.**
- **Ensures an INCLUSIVE, SAFE SCHOOL ENVIRONMENT.**
- **Fosters a PROFESSIONAL CULTURE FOR EDUCATORS focused on engagement, accountability, and empowerment.**
- **Has excellent written and verbal COMMUNICATION SKILLS and is genuinely COLLABORATIVE.**
- **Develops and enacts a shared MISSION, VISION, and CORE VALUES to advance a high-quality education.**

**Successful Prior Experience as a TEACHER and BUILDING ADMINISTRATOR is preferred.**

**The Roxana community overwhelmingly desires a superintendent who leads with heart and integrity, communicates openly and fairly, builds strong relationships with students, staff, and parents, values academic excellence, and respects the existing positive culture.**

## APPLICATION EXPECTATIONS

Applicants will be required to provide responses to the following online application statements:

1. Describe your experience in curriculum development and instructional implementation.
2. Describe your experience in school finance and budgeting.
3. Describe your experience in developing and monitoring goals for school improvement.
4. Describe your experience in building and sustaining productive relationships with stakeholders (board, staff, students, parents and community members).
5. Describe your experiences in working with a diverse population (socio-economic, cultural, ethnic, etc.).
6. Having read the ideal candidate section of the announcement of vacancy, why do you feel you are a match for this district?

## FINANCIAL DATA

EAV ..... \$ 652,855,518  
Bonds Outstanding ..... \$ 14,109,000  
Total Budget Revenue ..... \$ 34,071,575

### TAX RATE

Education ..... 2.4500  
Operations & Maintenance ..... 0.5750  
Transportation..... 0.1456  
Working Cash..... 0.0039  
I.M.R.F ..... 0.0422  
Tort Immunity..... 0.2283  
Bond & Interest ..... 0.2678  
Social Security..... 0.0659  
Special Education ..... 0.0400  
Lease..... 0.0293  
TOTAL ..... 3.8480



## THE BOARD OF EDUCATION

The Roxana CUSD 1 Board of Education is comprised of citizens dedicated to providing the best education possible for every student it serves. Board members establish sound written policies and expect the superintendent to function as the chief executive officer in implementing those policies.

**Name ..... Years Served\***

Patricia Devening, President ..... 12

Gloria Phipps, Vice President ..... 8

Travis Mouser, Secretary..... 4

Sherry Keller, Board Member ..... 14

Shelly Harvey, Board Member ..... 2

Bob Coles, Board Member..... 2

Dustin McCann, Board Member ..... 0

*\*Years served on the Roxana CUSD 1 Board of Education*

**APPLICANTS ARE REQUESTED NOT TO CONTACT BOARD MEMBERS.**

**This Professional  
Superintendent Search  
is conducted by the**

