

FINANCIAL DATA

EAV	\$ 911,600,960
Bonds Outstanding	\$ 40,490,000
Total Budget Expenditure	\$ 45,059,719

TAX RATE —

Education	2.6803
Operations & Maintenance.....	0.4594
Transportation.....	0.1081
Working Cash.....	0.0378
I.M.R.F.....	0.0325
Tort Immunity.....	0.0325
Bond & Interest.....	0.6848
Fire Prevention, Safety.....	0.0000
Social Security.....	0.0649
Special Education.....	0.0541
TOTAL	4.1544

THE BOARD OF EDUCATION

The Summit Hill SD 161 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 Director of Finance to function as the chief financial officer in implementing those policies.

Name.....	*Years
Rich Marron, President	7
Stacey Borgens, Vice President.....	9
David Faber, Secretary	7
George Leonard	5
Joy Murphy	7
Jim Martin.....	3
Trudy Sturino	1

*Years served on the Summit Hill SD 161 Board of Education.

IDEAL CANDIDATE

Candidates will be evaluated on their professional merits and successful experience that demonstrates a good match for the district, with emphasis on the following. The Director of Finance should be an educational leader with the skill and expertise to:

- Administer, manage, and supervise all financial affairs and business operations of the district, utilizing sound business practices and accepted accounting principles to ensure compliance with federal and state laws and regulations.
- Oversee the district's long-range financial planning and analysis.
- Administer a program for purchasing supplies, equipment, and services.
- Administer the school food service program.
- Administer district insurance coverage.
- Prepare the annual tax levy and budget and administer a budget control program.
- Meet School Code qualifications to be the legal school treasurer and fulfill, via board appointment, the duties of school treasurer.
- Serve as district treasurer and implement the district's investment policy.
- Manage quality assurance/audits, including bid management, contract management, external audits, internal audits, risk management, vendor management, and benefits management.
- Serve as district FOIA officer.
- Effectively utilize technology in all aspects of responsibilities.

A minimum of five years of successful administrative experience preferred.

APPLICANTS ARE REQUESTED NOT TO CONTACT BOARD MEMBERS.

Summit Hill SD 161 is an equal opportunity employer and the Illinois Association of School Boards is an equal opportunity employment search agency.

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://www.applitrack.com/IASB/onlineapp>

Applicants will need to establish a username 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) April 22, 2021 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 all education 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 three years.**
4. **Copies of transcripts** from each college and/or university attended. **(Please redact/remove your social security number and birthdate before uploading any of these items).**
5. **Proof of qualification and licensure** (copy of the administrative licensure with all related endorsements*) **(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, Department of Educator Effectiveness, 100 North First Street, Springfield, Illinois 62777 or by visiting the ISBE website at www.isbe.net.

Announcement of Vacancy Director of Finance Summit Hill SD 161



MISSION STATEMENT

The mission of Summit Hill District 161, in collaboration with the family and the community, is to provide our students with the highest quality educational opportunities in a safe, supportive, and stimulating learning environment which will empower them to become productive global citizens and successful lifelong learners.

March 2021

ANNOUNCEMENT OF VACANCY

The Board of Education of Summit Hill SD 161, Frankfort, Illinois is seeking qualified applicants for the position of Director of Finance. The Board wishes to select a person who will begin work on July 1, 2021.

It is anticipated the total compensation package will be regionally competitive and based on successful experience and education.

Qualifications:

- Extensive successful experience in the area of school finance.
- Illinois Professional Educator's License with General Administrative endorsement and Chief School Business Official Endorsement.
- A minimum of five years of successful administrative experience preferred.

GENERAL INFORMATION ON THE DISTRICT AND THE AREA

LOCATION – The school district is advantageously situated in Will County, approximately 35 miles southwest of Chicago encompassing portions of Frankfort, Frankfort Square, Tinley Park, and Mokena.

The area's population was reported as 18,042 in 2010 census and has grown by approximately 2,000 in past decade. The district's tax base, currently \$911.6 million, has consistently risen the past several years.

TYPE — PreK-8; 2,617 students.

OFFICE — 20100 S. Spruce Dr., Frankfort, IL 60423.

STAFF — 6 principals, 267 teachers, 133 support personnel.

CENTRAL OFFICE PERSONNEL — Superintendent, Dir. of Business Services, Dir. of Curriculum, Dir. of Special Education, Manager of School Operations/Transportation, Technology Manager, Buildings and Grounds Manager, and nine support staff.

CURRICULUM — The curriculum is aligned to Illinois Learning Standards. For several years, the district has promoted a standards-aligned and growth mindset. Teachers have received assessment design training and created curriculum overview documents to identify priority standards; they are creating common assessments related to the identified standards.

Elementary students participate in physical education, music, technology, and art. Gr. 5-8 students receive instruction in ELA, math, science, and social studies. Students receive physical education and cycle through encore classes in art, communication, Action Lab/STEM, and music. Junior high students are provided an additional opportunity in Spanish.

As a 1:1 district, students are provided with laptops. Teachers integrate projects/applications so technology is an integral part of instruction. Each classroom has an LCD projector and document camera. The investment in technology has equipped us to support students whether in the classroom or in remote learning.

Student progress is monitored with the NWEA MAP assessment program. Other assessments include IAR, Illinois Science Assessment, ACCESS, PSAT8, CogAT, and AimswebPlus. District 161 has a strong Multi-Tiered System of Supports program, and students are identified for RTI and/or PBIS intervention support.

SPECIAL PROGRAMS — The fine arts program is robust (band, jazz band, chorus, art). Spanish and tech classes are provided, as well as accelerated and gifted classes in math and ELA at the 5th-8th grade levels. Extracurricular programs are offered (both athletic and academic competitions), as well as several student clubs and organizations.

District 161 has active parent organizations (School Community Organizations, Educational Foundation, Athletic Boosters, and Band Boosters).

SPECIAL SERVICES — District 161 offers a continuum of services for EC-8th students who are identified with a disability according to the Individuals with Disabilities Education Act. The district is a member of the Lincoln-Way Special Education Cooperative 843.

FACILITIES

Arbury Hills School, Grades 1-4
Frankfort Square School, Grades 1-4
Indian Trail School, Grades 1-4
Dr. Julian Rogus School, Grades EC-4
Walker Intermediate School, Grades 5-6
Summit Hill Junior High School, Grades 7-8

TRANSPORTATION — The district maintains an intergovernmental agreement with Lincoln-Way High School District 210 to provide its transportation services. Special education transportation is provided through the special education co-operative.

FOOD SERVICE — Although the district does not offer a hot lunch service, prepackaged lunches are provided to students who qualify for free/reduced lunch.

D161 WEBSITE — www.summithill.org

MEMBER OF — IASB, IPA, IASA, Illinois State Board of Education, and Will County Regional Office of Education.

MEDICAL — Nearby hospitals include Silver Cross Hospital and Palos Community Hospital.

RECREATION — District 161 supports a proud partnership with the Frankfort Square Park District to offer numerous recreation opportunities for its residents.

INDUSTRY — Frankfort Township has approx. 20 manufacturers, such as Tenneco and Borg-Warner; Panduit Corporation, a global manufacturer of electrics, has a headquarters within school district boundaries.

A PROJECTED TIMELINE

Application Deadline:

April 22, 2021 by Noon (CST)

Candidates Presented to Superintendent:

May 2021

Superintendent Interviews Candidates:

May 2021

Director of Finance Appointed:

May 2021

Director of Finance Begins:

July 1, 2021

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

1. Describe your experience in school finance and budgeting.
2. Describe your experience overseeing buildings and long-range facility planning.
3. Describe your experience in building and sustaining productive relationships with stakeholders (board, staff, students, parents, and community members).
4. Describe your experience administering a risk management program.
5. Having read the ideal candidate section of the announcement of vacancy, why do you feel you are a match for this district?

This Professional Superintendent Search is being conducted by the Illinois Association of School Boards, Dr. Patricia Viniard, Consultant, Executive Searches, 630/629-3776, ext. 1240.

