

VACANCY NOTICE

Position: **Principal**
Lily Lake Grade School

Apply to: Dr. Matthew Haug, Executive Director of Human Resources
Central CUSD 301
275 South Street, PO Box 396
Burlington, Illinois 60109

Application deadline: Until Filled

Internal via matthew.haug@central301.net

1. Letter of Interest
2. Resume – one page

External via www.teachinkane.org

1. Completion of KCHRC online application
2. Formal letter of Application
3. Personal Resume
4. Letters of Recommendation (3)
5. Transcripts
6. Copy of appropriate certificate(s)

General Position Responsibilities:

Central 301 is seeking applications for the Lily Lake Grade School Principal position beginning with the 2025-2026 school year. Applicants must possess a current Illinois Type 75 Administrative certificate. Candidates must have previous experience as an educational leader and have knowledge of curriculum, assessment, instruction, and in working with school score trends and data analysis. Candidates must demonstrate skills in developing and fostering a collaborative work environment within and between grade level teams, school support staff, and the administrative team. Experience with diverse student demographics in a unit school system is preferred.

Salary and Benefits:

- 12 sick, 3 personal, and 20 vacation days per year
- Medical, dental, vision, life, and LTD insurance
- Salary range of \$100,000 - \$125,000 annually dependent on experience