

Announcement of vacancy for the position of Social Worker

Assistant Office Manager of
Alden-Hebron School District 19

Alden-Hebron School District 19
Hebron, Illinois



The Board of Education of Alden-Hebron School District 19 is located in McHenry County, Illinois is seeking candidates of the position of Assistant Office Manager for Alden-Hebron Elementary & MS/HS. It is expected the new teacher will assume the post on or about August 14, 2015

Alden-Hebron School District 19 is an equal employment opportunity employer.

Applications

All interested in being considered a candidate for this position need to complete the online application at www.alden-hebron.org.

To receive consideration, applicant's completed online application must be received on or before 10/05/2015 and must contain:

- Formal letter of application indicating your desire to be considered for the position
- Resume detailing work experiences
- List of references with phone numbers
- A complete set of up-to-date credentials which must include copy of transcripts
- Proof of State of Illinois Licensure

Timeline

10/05/2015	Deadline for receiving applications
10/06/2015	Selection of candidates for interview with the interview team
10/08/2015	Initial interviews
10/09/2015	Second interviews
10/20/2015	Board employs new Social Worker
10/21/2015	New employee assumes duties

Salary & Contract

The salary will be determined by the Board of Education based upon qualification and experience.

Alden-Hebron School District

TYPE: Public School; Grades- Preschool - Grade 12 with approximately 450 students

FACILITY: 2 buildings- 1 Elementary school; 1 Middle School/High School

DISTRICT WEBSITE: www.alden-hebron.org

CURRICULUM: Alden-Hebron School District 19 offers a comprehensive program designed to meet the educational needs of all students. With recent transition to the Common Core Standards and a Response to Intervention program, the district's academic program focuses on instruction in the areas of reading, language arts, math, science and social studies. The district also provides instructional support for English Language Learners. All students receive fine arts instruction in art and music as well as daily physical education. Emphasis is also placed on learning opportunities in the area of technology.

DISTRICT ADMINISTRATIVE TEAM: The district administrative team consists of the Superintendent, Middle School/High School Principal and the Elementary School Principal.

The Community

LOCATION: The District is located 5 miles south of the Wisconsin boarder, approximately 40 miles Northwest of Chicago, in McHenry County on Illinois Route 47.

FACILITIES AVAILABE: All of the amenities of Chicago are available by train in 65 minutes. Also close are O'Hare International Airport, Midway and Milwaukee Airports. Several hospitals ranging in distance from 10 to 20 miles are available.

RECREATION: Several recreational opportunities are available in the area. Professional sports are available in Chicago and Milwaukee. Lake Geneva, Wisconsin and Woodstock, Illinois both offer a variety of programs year round for both adults and children. A number of golf courses and shopping centers are nearby as well. Boating is a popular activity in the Lake Geneva area.

CHURCHES: The opportunity to worship is available for every denomination either within the community or within reasonable driving distant.

COLLEGES IN THE AREA: McHenry County College in Crystal Lake as well as various four year institutions are within 40 miles of the District. Chicago also boasts a number of Colleges and Universities as well. Northern Illinois University is located in DeKalb.

CITIES IN DISTRICT: The District serves students living in the Village of Hebron and unincorporated Alden as well as students living in parts of Harvard, Wonder Lake and Richmond.

DISTRICT MEMBERSHIPS: Illinois Association of School Boards
Illinois Principals Association
Illinois Association of School Administrators
Lake County Technical Campus
McHenry County Cooperative for Employment for Education
McHenry County Curriculum Council
Special Education District of McHenry County

Qualifications

The Board of Education and Administration of Alden-Hebron District 19 is committed to an educational program of excellence. Candidates should be able to reinforce that excellence to the community, the students and the faculty. Candidates must have a devotion to the development of quality education and a concern for the welfare and motivation of every child and staff member.

Along with professional merits, the candidates will be evaluated on the following qualifications specified below:

- Positive, honest, credible, knowledgeable and inspiring
- A sound understanding of the Common Core
- A sound understanding of Response to Intervention that builds upon the strengths of both regular and special education students
- Understands the unique needs and characteristics of a small school and community
- Always nurturing, but with a firm handle on student academic and behavioral expectations
- Ability to have tough conversations with parents in the best interest of students.
- A sincere articulate communicator with strong interpersonal skills, with demonstrated ability to work creatively, effectively with students and staff.

In addition to the above qualification see the attached job description for more detailed information.