

Prepared by Dr. Jeffrey Alstadt

Purpose

The purpose of this report is to recommend formal Board approval for the appointment of Brittany Janz as the Assistant Principal at Northlawn Junior High School for the 2026-2027 school year. This recommendation is the result of a rigorous, collaborative search process designed to identify a leader who complements our current administrative team.

Collaborative Hiring Process

The selection of the new Assistant Principal was a true team effort led by Principal Karen Dye and included a diverse mix of certified staff, educational support personnel, and leadership.

- Principal Dye screened all candidates who applied and completed phone screenings.
- We invited three candidates to interview with the committee.
- Our committee utilized a standardized evaluation process including a scripted interview guide and a consistent rubric to ensure every candidate was scored fairly and accurately.

Candidate Highlights Brittany Janz

Brittany Janz was selected as the preferred candidate based on her extensive instructional background and administrative readiness.

- Brittany Janz emerged as the top candidate and brings a wealth of experience in curriculum alignment and data analysis to our district leadership team.
- She holds a Master of Arts in Principal Preparation and a Master of Arts in Teacher Leadership from Concordia University Chicago.
- Her professional history includes serving as a Director at the Livingston Area Career Center where she successfully integrated construction trades curriculum with Illinois State Standards.

Contractual Overview

The proposed employment agreement details the terms and conditions for the upcoming academic year.

- The proposed contract for Mrs. Janz is a one-year agreement that will begin on July 1, 2026, and consist of 215 annual work days.
- The annual salary for this position is set at \$83,000 for the 2026-2027 school year.
- The Board will provide major medical insurance along with the required retirement contributions to the Teachers' Retirement System and Teacher Retirees' Health Insurance.

Administrative Recommendation

We are incredibly excited to have Brittany Janz join our leadership team and look forward to the support she will provide to the staff, students, and parents of the Northlawn community. The administration recommends that the Board of Education take formal action to approve the contract for Brittany Janz as presented.