



February 16, 2021

SEARCH PROCESS UPDATE:
DIRECTOR OF STUDENT SERVICES

CANDIDATE SEARCH SUMMARY

- Applicants Screened: 12
 - Screening Criteria:
 - Candidate Survey Responses
 - All Materials Submitted
 - Experience in Similar Position
 - Letter of Introduction
 - Administrative Experience
 - Teaching Experience
 - Experience Working with Students of All Abilities and Backgrounds
 - Experience Making Data-Driven Decisions and Analyzing Data
 - Responses to Three Application Questions
 - Overall Impression of Candidate
 - Reference
- FINAL SLATE: Top 3; 1 Alternate

NEXT STEPS IN PROCESS

- District Affirms Final Candidates
- EdLS Sends Documentation to District:
 - Candidate Packets
 - Team Interview Questions
 - Sample Interview Schedule
 - EdLS Confidentiality Agreement
 - Radar Diagram and Plus/Delta Documents
 - Writing Activity Memo
- District Conducts Interviews:
 - Team 1: Faculty, Staff, Parents, Board of Education Members
 - Team 2: D90 Administration

NEXT STEPS IN PROCESS (CONTINUED)

- District Sends Completed Documents to EdLS
 - Confidentiality Agreements
 - Radar Diagrams
 - Plus/Delta Documents
- EdLS Compiles Radar Diagrams and Plus/Delta Feedback Summary
- EdLS Meets with District to Present Radar Diagram and Plus/Delta Summary
- District Makes Final Selection
- Superintendent Makes Employment Recommendation
- New Director of Student Services Announced to D90 Community

Thank You!

QUESTIONS?

Managing Partners

Dr. Rich Voltz | rvoltz@edls.info | 217-741-0466
 Dr. Don White | dwhite@edls.info | 779-435-2772
 Dr. Gary Zabilka | gzabilka@edls.info | 847-715-8531

River Forest District 90 Director of Student Services Interview Process & Timeline

The Superintendent and Board of Education are solely responsible for the selection of the final candidate. All information collected as part of this process is confidential and advisory only. This is a confidential process and no information about candidates should be shared outside of the group of people who are participating in the interview process. All information distributed to interview team members shall be returned to the Superintendent at the conclusion of the interviews.

As an equal opportunity employer, it is the policy of the River Forest Public Schools, District 90, to not discriminate against any employee or any applicant for employment. District 90 values a talented and diverse workforce, and will attempt to recruit and hire minority employees.

<u>Description</u>	<u>Timeline (by this date)</u>
I. Approve Search Agreement (Board of Education)	• December 14, 2020
II. Process & Timeline Planning (Superintendent & EdLS)	• December 18, 2020
III. Post Position (EdLS)	• December 19, 2020
IV. Survey Development and Posting of Survey for Data Collection (Superintendent & EdLS) (http://bit.ly/D90AdminSearchSurvey)	• December 22, 2020
V. Share Timeline, Survey, & Process with Board Members, Administrators, Faculty Members, and Support Staff Employees (Superintendent)	• January 11, 2021
VI. Board Member / Administrator / Faculty Member / Support Staff Employee Survey Closed (EdLS)	• January 22, 2021
VII. Deadline to Submit Application Materials (EdLS)	• January 29, 2021
VIII. Data Review (Superintendent & EdLS) <ul style="list-style-type: none"> • Review Survey Data • EdLS Submits Slate to Superintendent 	• February 5, 2021
IX. Contact Candidates to Schedule Interviews (EdLS & Human Resources Specialist)	• February 8, 2021
X. District Appointed Designee Collects Confidentiality Statements from All Team Members and Distributes Final Candidate Information (EdLS & Human Resources Specialist)	• February 12, 2021
XI. Superintendent & Team(s) Interviews <ul style="list-style-type: none"> • EdLS will provide virtual training for 1) district appointed person so that person can teach the Superintendent and interview team members how to collect interview data (i.e., radar diagram and plus/delta) and/or 2) the Superintendent and all team participants prior to the start of the interviews. 	• February 19, 2021
XII. Data Review (Superintendent & EdLS)	• February 26, 2021
XIII. Final Selection (Superintendent)	• March 5, 2021
XIV. Hiring Recommendation (Superintendent & Board)	• March 15, 2021

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Employment Opportunity

Director of Student Services River Forest District 90

Educational Leadership Solutions is accepting applications from talented candidates with a desire to work for a high-performing elementary school district in a suburb approximately 15 miles west of Chicago. River Forest District 90 focuses on supporting innovative instructional programs and systems that narrow achievement gaps and provide each child with the development of critical thinking skills and equitable opportunities to achieve their highest potential.

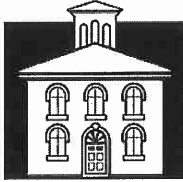
As an equal opportunity employer, it is the policy of the River Forest Public Schools, District 90, to not discriminate against any employee or any applicant for employment. District 90 values a talented and diverse workforce, and will attempt to recruit and hire minority employees.

Applications can be submitted online at <https://bit.ly/edlsjobs>. In addition, candidates should submit a candidate survey which can be viewed at this link: <https://bit.ly/edlscandidatesurvey>.

Questions about this position should be directed to Dr. Gary Zabilka (gzabilka@edls.info) or Dr. Richard Voltz (rvoltz@edls.info). Candidates should not contact the district or any of its employees.

Position Details

District River Forest District 90 (<https://district90.org>)
 Position Title Director of Student Services
 Application Deadline..... January 29, 2021 (EdLS reserves the right to extend this deadline if necessary.)
 Application Links..... <https://bit.ly/edlsjobs> and <https://bit.ly/edlscandidatesurvey>
 Contract Administrator, 12 Month Contract
 Position Goal..... To provide excellence in education by delivering a high quality comprehensive special education program, assuring compliance with State and Federal regulations governing special education programs and services, and fulfilling responsibilities as a member of the District’s administrative team.
 Position Requirements..... 1) Valid Illinois Administrative Certificate
 2) Valid First Aid/CPR Cards Preferred
 3) Director of Special Education Endorsement
 4) Growth Through Learning Teacher Evaluation Certification
 (must possess or complete satisfactorily within 60 days of hire)



**River Forest
Public Schools**

Administration Building

7776 Lake Street
River Forest, IL 60305
Phone: 708-771-8282
Fax: 708-771-8291

VACANCY NOTICE

Position: Director of Student Services

Location: District Office

Starting Date: July 1, 2020

Salary/Benefits: Regionally Competitive

Qualifications:

- Appropriate Bachelor's and Master's Degree required; Doctorate encouraged.
- Successful teaching and administrative experience required.
- Valid Illinois Administrative Certificate
- Director of Special Education Endorsement
- Growth Through Learning Teacher Evaluation Certification (must possess or complete satisfactorily within 60 days of hire)

Job Duties: The Director of Student Services will possess knowledge of the District policies and regulations relating to areas of responsibility and will develop and implement activities that encourage students to be life-long learners. The Director will assure the provision of a free and appropriate public education for children in special education and all programs and will attend IEP conferences and other meetings pertaining to students referred for special needs services. The Director will coordinate the delivery of specialized services, including private and parochial school services, as well as establish procedures for evaluation, placement, assignment and reevaluation of students with regard to the special education. In conjunction with the building administrators, the Director will supervise and evaluate the special education staff.

The Director will arrange for transportation of students placed in special education programs, stay abreast of legal requirements governing special education; interpret and inform staff and community regarding state and federal regulations pertaining to special education. The Director will develop budget recommendations, including IDEA funds, and monitor expenditures for special education services and equipment; assist with the investigation of complaints related to non-discrimination policies of the District.

The Director will serve as the Early Intervention/Early Childhood program contact or facilitator and will oversee the Inclusive Pre-School Program. They will oversee and be responsible for District MTSS (Multi-Tiered Systems of Support) programs and initiatives; will oversee and support the nursing staff and health-related committees (allergy); will also oversee and support the social workers and social/emotional/behavioral planning and procedures (with principals and Director of Curriculum and Instruction). Finally, the Director will build excellent relationships with faculty, staff, and families in service of student opportunity and excellence.

Applications: Apply online at http://bit.ly/EdLS_D90_Dir_Student_Services

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12/22/2020

Excellence in Education: A Continuing Tradition

RIVER FOREST DISTRICT 90
JOB DESCRIPTION
(REVISED 12/20; replaces all previous versions)

JOB TITLE/ASSIGNMENT

JOB TITLE: DISTRICT DIRECTOR OF STUDENT SERVICES

LOCATION: District Office

CHARACTERISTICS: Administrator, 12-month contract

REPORTS TO: Superintendent

SUPERVISES: In conjunction with building administrators, all certified and classified special education employees

EVALUATION: Evaluated annually by the Superintendent

OVERVIEW OF THE POSITION

To provide excellence in education by delivering a high quality comprehensive special education program, assuring compliance with State and Federal regulations governing special education programs and services, and fulfilling responsibilities as a member of the District's administrative team.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Possesses knowledge of District policies and regulations relating to areas of responsibilities
2. Develops and implements activities that encourage students to be life-long learners
3. Assures the provision of a free and appropriate public education for children in special education
4. Attends IEP conferences and other meetings pertaining to students referred for special education services as needed
5. Coordinates the delivery of specialized services, including private and parochial school services
6. Establishes procedures for evaluation, placement, assignment and reevaluation of students with regard to the special education programs
7. In conjunction with building administrators, supervises and evaluates special education staff
8. Evaluates special education programs and makes recommendations for new programs or changes in service delivery models
9. Arranges for transportation of students placed in special education programs, as needed
10. Coordinates a Special Education Advisory committee for the District
11. Stays abreast of legal requirements governing special education and disseminates that information to administrators and staff
12. Interprets and informs staff and community regarding state and federal regulations pertaining to special education
13. Recruits, selects and recommends hiring of special education staff including special education instructional assistants
14. Monitors the maintenance of student records for children eligible for special education services.
15. Develops budget recommendations, including IDEA funds and monitors expenditures for special education services and equipment
16. Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally and administratively required for compliance, usually through ISBE IWAS system
17. Assists building administrators in the responsibilities associated with the implementation of special education programs within their buildings
18. Interprets the objectives and programs of special education department to the Board of Education, administration and staff and community

19. Assists with the coordination and interpretation of diagnostic evaluations completed on individual students, as necessary
20. Monitors the educational placement and progress of students placed in out-of-district private and public programs
21. Assists with the investigation of complaints related to non-discrimination policies of the District
22. Provides or secures technical assistance and staff development for classroom teachers, social workers, speech and language therapists, and nurses
23. Serves as the Early Intervention/Early Childhood program contact or facilitator, and oversees the Inclusive Pre-School Program
24. Oversees/responsible for District MTSS (Multi-Tiered Systems of Support) programs and initiatives
25. Oversees/supports nursing staff and health-related committees (allergy)
26. Oversees/supports social workers and social/emotional/behavioral planning and procedures (with principals and Director of Curriculum and Instruction)
27. Other duties as deemed necessary by the Superintendent

ADDITIONAL JOB FUNCTIONS:

1. Attends Board of Education Meetings, staff meetings, and serves on staff committees as required.
2. Maintains professional competence through participation in District provided in-service activities and/or self-selected professional growth activities related to job responsibilities.
3. Performs other duties as assigned.

OCCUPATIONAL CERTIFICATES/LICENSES

1. Valid Illinois Administrative Certificate
2. Valid First Aid/CPR Cards preferred
3. Director of Special Education Endorsement
4. Growth Through Learning Teacher Evaluation Certification (must possess or complete satisfactorily within 60 days of hire)

EDUCATION/VOCATIONAL PREPARATION

1. Appropriate Bachelor's and Master's Degree required; Doctorate encouraged.
2. Successful teaching and administrative experience required.

PHYSICAL REQUIREMENTS

Moderate degree of physical stamina with frequent lifting up to 10 pounds and occasional lifting up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent standing, walking, sitting, and bending. Frequent repetitive activities including hands, arms, and legs for clerical related work. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

TERMS OF EMPLOYMENT

Salary and fringe benefits will be reviewed annually by the School Board.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____

River Forest District 90 Search Survey

Educational Leadership Solutions



Director of Student Services Administrator Search Survey

Thank you for taking the time to submit response to this survey. The Superintendent is solely responsible for making the selection of the final candidate to be recommended to the Board of Education as the next Director of Students Services of River Forest District 90. However, your input via this survey is valued and will be an important set of data that is considered during the candidate selection and interview process.

As an equal opportunity employer, it is the policy of the River Forest Public Schools, District 90, to not discriminate against any employee or any applicant for employment. District 90 values a talented and diverse workforce, and will attempt to recruit and hire minority employees.

All information collected as part of this process is confidential and advisory only. This is a confidential process and no information about candidates will be shared outside of the group of people who are participating in the interview process. Interview participants will be asked to sign a statement of confidentiality so that the identity of the candidates is protected.

Questions regarding the timeline and process should be submitted to Dr. Don White (dwhite@edls.info). Additional information about Educational Leadership Solutions can be found at <https://edls.info>.

1. Please indicate your role in the River Forest District 90. *

Choose

- Board Member
- Administrator
- Faculty Member
- Support Staff Employee



Survey continued...

2. What are the THREE MOST IMPORTANT QUALITIES that the next Director of Student Services should possess? *

- Builds community support
- Builds good teams and brings out the best in others
- Develops meaningful community partnerships
- Empowers employees
- Focuses on whole child (social emotional learning and academics)
- Has an inspiring vision for the future
- Has deep knowledge of curriculum and instruction; best practices in special education; and how students learn
- Has excellent communication skills
- Has warm people skills; is approachable and easy to talk to
- Holds self and others accountable
- Is collaborative and includes others in decision making
- Is innovative and creative
- Is open minded and flexible
- Is student centered
- Is visible in the community
- Is visible in the schools
- Makes tough decisions
- Speaks and writes well
- Understands finance and the business side of the district
- Understands the need for global learning
- Uses data for decision making
- Works well with the Board of Education to set the district's direction

3. Knowing that there is always room for improvement, I believe River Forest District 90 needs a Director of Students Services that will FOCUS MORE ON THESE THREE TOPICS. *

- Academic enrichment opportunities
- Board governance
- Challenging and state-of-the-art curriculum
- Collaborative environment
- Communication with employees
- Communication with parents
- Community support of education
- Community/Parent engagement
- District image
- Diversity/equity/inclusion
- Emphasis on master rather than test scores
- Extra-curricular/athletic opportunities
- Facilities
- Fine arts
- Fiscal management
- Instructional methods that engage students
- Operational topics (e.g., transportation; lunch procedures; pick-up/drop-off procedures; etc.)
- Quality of district administration and/or principal(s)
- Relationships with other units of government
- School learning environment/climate
- Small class sizes
- Student achievement
- Student assessments
- Student centered learning
- Student commitment to learning
- Student use of technology for learning
- Teacher quality

Survey continued...

4. Knowing that there is always room for improvement, I believe River Forest District 90 needs a Director of Students Services that will FOCUS LESS ON THESE THREE TOPICS. *

- Academic enrichment opportunities
- Board governance
- Challenging and state-of-the-art curriculum
- Collaborative environment
- Communication with employees
- Communication with parents
- Community support of education
- Community/Parent engagement
- District image
- Diversity/equity/inclusion
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- Small class sizes
- Student achievement
- Student assessments
- Student centered learning
- Student commitment to learning
- Student use of technology for learning
- Teacher quality

5. I personally feel MOST COMFORTABLE working with a Director of Students Services that possesses these THREE QUALITIES. *

- Agile
- Approachable
- Calm
- Caring
- Collaborative
- Data driven
- Decisive
- Directive
- Driven
- Emotional
- Empathetic
- Firm
- Flexible
- Genuine
- Goal focused
- Involved / hands on
- Passionate
- Passive
- Strategic / systemic
- Visionary



Survey continued...

6. The THREE MOST PRESSING ISSUES for the Director of Student Services are... *

- Academic enrichment opportunities
- Board governance
- Challenging and state-of-the-art curriculum
- Collaborative environment
- Communication with employees
- Communication with parents
- Community / Parent engagement
- Community support of education
- District image
- Diversity / Equity / Inclusion
- Emphasis on master rather than test scores
- Extra-curricular / athletic opportunities
- Facilities
- Fine arts
- Fiscal management
- Instructional methods that engage students
- Operational topics (e.g., transportation; lunch procedures; pick-up/drop-off procedures; etc.)
- Quality of district administration and/or principal(s)
- Relationships with other units of local government
- School learning environment / climate
- Small class sizes
- Student achievement
- Student assessments
- Student centered learning
- Student commitment to learning
- Student use of technology for learning
- Teacher quality

7. Do you have any other comments regarding the selection of the next River Forest District 90 Director of Student Services?

Your answer