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Administrative Positions

Employer

Winfield Unified School District 465
1407 Wheat Rd
Winfield, KS 67156
620-221-5100

District Office

DIRECTOR OF TEACHING & LEARNING

Location: USD 465 DISTRICT OFFICE

Position Type: 12 month position.

Job Description

Qualified individuals must have or be eligible for a Kansas Teaching License with a Building-level and/or District-level Administrator endorsement K-12 or PK-12 with at least four years experience as a school administrator or curriculum coordinator. At least one year of district level responsibility is preferred. Performance responsibilities include but are not limited to: Assisting Superintendent in administration/coordination/budget preparation for all curriculum programs; communicates with principals/teachers for Curriculum & Instruction issues; coordinates selection of textbooks/instructional materials district-wide, administers/oversees all aspects of the Federal Programs (Title I, Title II-A, Title III, Migrant) and State Programs (At-Risk, ESOL); implements/monitors parent-involvement activities; participates in local, state and national education meetings; attends all Board of Education Meetings and prepares reports as directed by the Superintendent.

Application Instructions:

If qualified and interested in this position fill out a CERTIFIED APPLICATION. *Complete Administrative Application Process – For a complete application file, after submitting the online Certified Application, we require a *cover letter, *resume, copy of Kansas Teaching License, copy of transcripts showing conferral of all degrees, and three letters of reference be submitted to Mark Littell, William Medley Administration Center/District Office, 1407 Wheat Rd., Winfield, KS or via email to mark_littell@usd465.com. (*Please note: You will not be able to submit the online certified application until you have attached a *resume. Attaching a *cover letter before you submit is optional.) Questions regarding this position may be directed to Mark Littell by email: mark_littell@usd465.com or by telephone: 620-221-5100. Incomplete application files



will not be considered. *COMPLETED APPLICATION FILES SHOULD BE RECEIVED IN THE USD 465 WILLIAM MEDLEY ADMIN. CENTER/DISTRICT OFFICE NO LATER THAN END OF BUSINESS FRIDAY, APRIL 5, 2024.

High School

ASSISTANT PRINCIPAL

Location: WINFIELD HIGH SCHOOL - 2024-2025 School Year

Position Type: 12 month position.

Qualified individuals should have or be eligible for a Kansas Teaching License with a Building Leadership endorsement for grades 6-12 or 9-12. If qualified and interested fill out an online CERTIFIED APPLICATION. The CERTIFIED application requires you to attach a resume before it will allow you to submit the application. *Complete Administrative Application Process – For a complete application file, after submitting the online Certified Application, we require a *cover letter, *resume, copy of Kansas Teaching License, copy of transcripts showing conferral of all degrees, and three letters of reference be submitted to Mark Littell, William Medley Administration Center, 1407 Wheat Rd., Winfield, KS or via email to mark_littell@usd465.com. (*Please note: You will not be able to submit the online certified application until you have attached a resume. Attaching a Cover Letter before you submit is optional.) For job description and/or more information regarding this position you may contact Mark Littell at e-mail: mark_littell@usd465.com or by telephone: 620-221-5100. Incomplete application files will not be considered. *COMPLETED APPLICATION FILES SHOULD BE RECEIVED IN THE USD 465 WILLIAM MEDLEY ADMIN. CENTER/DISTRICT OFFICE NO LATER THAN END OF BUSINESS FRIDAY, APRIL 5, 2024.

