

Carlinville Community Unit School District # 1

Board of Education

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Administrative Office

829 West Main Street
Carlinville, IL 62626
<http://www.cusd1.com>

Superintendent

Dr. Becky Schuchman
Phone 217-854-9823
Fax 217-854-2777

Assistant Superintendent of Operations & Alternative Learning

Mr. Patrick Drew
Phone 217-854-2311
Fax 217-854-4790

Director of Operations/Assistant Superintendent

Carlinville CUSD#1 is seeking a dynamic individual to be part of our team as the Director of Operations or Assistant Superintendent dependent on certification. The position would be needed by July 1, 2027. The candidate could be hired for all of or part of the 2026-2027 school year to shadow and learn the position. The successful candidate will be committed to overseeing the planning, operation, maintenance, and safety of all school district facilities, infrastructure and transportation services. The individual will work with a diverse team and complex budget. Financial compensation will be based on experience. The salary is negotiated by the Board and will be based on experience, but the range will be \$65,000-\$90,000. The district does contribute toward individual health insurance and TRS/IMRF.

Facilities Management includes but not limited to:

- Direct daily operations, maintenance, and repair of all district buildings, grounds, and mechanical systems.
- Oversee custodial, maintenance, and grounds staff, including hiring, training, and evaluation.
- Develop and implement preventative maintenance schedules and facility improvement plans.
- Coordinate capital improvement projects, renovations, and construction in collaboration with architects, contractors, and district leadership.
- Ensure compliance with local, state, and federal building codes, safety standards, and environmental regulations.
- Manage fire safety systems, security hardware, and emergency protocols (e.g., snow removal or storm damage repair).

Transportation Services includes but is not limited to:

- Supervise transportation staff and ensure safe and timely transportation of students to and from school and district-sponsored events.
- Plan and coordinate bus routes, schedules, and student assignments.
- Maintain compliance with state transportation laws and district policies, including driver certification, vehicle inspections, and student safety protocols.
- Oversee the maintenance and replacement of school bus and vehicle fleets.

Qualifications:

- High School Diploma; associate degree or bachelor's degree preferred
- Assistant Superintendent will have PEL with an administrative endorsement and experience as a school administrator
- Minimum of 5–7 years of successful leadership/management experience.

“Carlinville CUSD#1 will provide a comprehensive educational program for all students in a safe environment supporting and inspiring learners of today, while fostering global leaders of tomorrow.”



- Deep knowledge of building operations, logistics, project management, regulations/code, mechanics, and transportation regulations.
- Valid Illinois Driver's License and automotive insurance
- Valid school bus endorsement or ability to get within first 6-months of employment
- Must be able to lift 30lbs.
- Must have excellent interpersonal, oral and written communication skills;
- Strong organizational and problem-solving skills.

Application Process:

Interested candidates should submit a cover letter, copy of transcripts and/or certifications , completed employment application from the website (www.cusd1.com) under employment, resume, and three professional references to Dr. Becky Schuchman, Superintendent at 829 West Main Street, Carlinville, Illinois 62626. Position will remain open until filled.

This position will remain posted until filled. Carlinville CUSD#1 is an equal opportunity employer and does not discriminate against applicants on the basis of age, sex, religious affiliation, national origin, race, color, or creed.

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