

# Marquardt School District 15 Glendale Heights, Illinois

## Announcement of Vacancy Assistant Superintendent for Finance and Operations

BWP and Associates and Marquardt School District 15 announce the commencement of a search for an Assistant Superintendent for Finance and Operations, who will assume responsibilities on July 1, 2024. This position offers an excellent professional opportunity for a highly qualified and experienced school business administrator to provide financial and operations leadership to a diverse/multicultural school district in the western suburbs. District 15 includes parts of Glendale Heights, Addison, Bloomingdale, Lombard and Glen Ellyn, Illinois, and is located 20 miles west of Chicago.

Marquardt School District 15 serves students from preschool through eighth grade. District 15 encompasses a student population of 2,700 at four elementary schools (grades K-5) and one middle school (grades 6-8). The district is committed to providing all students with the knowledge and skills necessary to become productive members of society and life-long learners.

The ideal candidate will have a minimum of five years of experience in a school business office role, and two years of administrative experience. Experience in an educational setting will be a positive aspect of candidacy.

The schools are supported by a highly qualified and committed faculty and by a dedicated Board of Education. Additional information about the school district may be found at [www.d15.us](http://www.d15.us).

### **Application Procedure**

Interested candidates need to complete the online application process at [www.bwpassociates.com](http://www.bwpassociates.com). **Candidates are urged to respond as soon as possible but no later than May 18, 2024. PLEASE NOTE\* APPLICATIONS WILL BE REVIEWED AS THEY ARE SUBMITTED.**

An application should include:

- A completed online Applicant Data Form
- A letter of application indicating qualifications and reasons for interest in the position
- A current resume
- College/University transcripts

- Three to four letters of recommendation
- Evidence of eligibility to be qualified as a school business administrator (CSBO) in Illinois

All of the required materials are to be submitted online at [www.bwpassociates.com](http://www.bwpassociates.com).

Application materials will be treated confidentially.

A regionally and highly competitive compensation package will be offered to the successful candidate.

Each candidate will be informed of the selection and appointment of the new Assistant Superintendent for Finance and Operations. The final selection and appointment is the sole responsibility of the Superintendent and Board of Education.

**BWP and Associates, Ltd.**  
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For additional information, please contact BWP search consultants:

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