Marquardt School District 15
Glendale Heights, Illinois

Announcement of Vacancy
Chief of Staff and Communications

BWP and Associates and Marquardt School District 15 announce the commencement of a search for a Chief of Staff and Communications, who will assume responsibilities on July 1, 2024. This cabinet level position is an excellent professional opportunity for a qualified and experienced administrator to provide district communications leadership to a diverse/multicultural school district in the western suburbs. Responsibilities will include interfacing with media, enhancing internal and external relationships, implementation of strategic planning and assisting in the promotion of positive stakeholder relations and effective district operations. 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. District 15 schools and afterschool programs foster each child’s academic, social, emotional, and behavioral growth and achievement.

The ideal candidate will have a minimum of three years of teaching experience and two years of administrative experience. A bilingual/ESL endorsement is preferred but not required.

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.

Application Procedure – “Rolling Search”
Interested candidates need to complete the online application process at www.bwpassociates.com. Candidates are urged to respond as soon as possible but no later than May 25, 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 an administrator in Illinois

All of the required materials are to be submitted online at www.bwpassociates.com.

Application materials will be treated confidentially.

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

Each candidate will be informed of the selection and appointment of the new Chief of Staff and Communications. The final selection and appointment is the sole responsibility of the Board of Education.