

Announcement of Vacancy

Superintendent

Hartsburg-Emden CUSD 21



August 2026

MISSION STATEMENT

Hartsburg-Emden Community Unit School District provides an empowering and collaborative environment allowing students to reach their full potential.

ANNOUNCEMENT OF VACANCY

The Board of Education of Hartsburg-Emden CUSD 21, Hartsburg, Illinois is seeking qualified applicants for the position of Superintendent. Principal administrative duties are also an expectation for the posted position, but level of involvement will be determined. The Board wishes to select a superintendent who will begin work on July 1, 2027.

The Board expects to offer a salary in the range of \$120,000-\$140,000 and a competitive benefits package including sick leave, vacation days, personal days, health insurance, TRS/THIS contributions, and professional membership dues. It is anticipated that the total compensation package will be based on successful experience and education. It is expected that the initial contract will be for a multi-year period, as authorized by Illinois statutes.

APPLICANTS ARE REQUESTED NOT TO CONTACT BOARD MEMBERS.

Hartsburg-Emden CUSD 21 is an equal opportunity employer, and the Illinois Association of School Boards is an equal opportunity employment search agency.

A PROJECTED TIMELINE

Application Deadline:
October 2, 2026, by Noon (CT)

Candidates Presented to Board:
October 2026

Board Interviews Candidates:
October / November 2026

New Superintendent Appointed:
November 2026

New Superintendent Begins:
July 1, 2027

APPLICATION INSTRUCTIONS

IASB has an online application process and does not accept mailed, emailed, hand-delivered or faxed application packets. Please begin your application process at: <https://iasb.myrevelus.com>

Applicants will need to establish a username and password. Applicants will be asked to give consent to a limited background inquiry. Completed responses to statements identified in this announcement will be required.

All applicants must apply online by 12:00 p.m. (CST) October 2, 2026, and upload the following **PDF documents** to receive consideration:

1. A **formal letter of application** indicating your desire to be a candidate for this position.
2. A **formal resume** that includes a summary of achievements in all education positions, educational vision, and goals, personal leadership philosophy and reasons for your interest in this position.
3. At least **three recent letters of reference dated within the last three years**.
4. **Copies of transcripts** from each college/university attended. **Please redact/remove your social security number and birthdate before uploading any of these items).**
5. **Proof of qualification and licensure to be a superintendent in the state of Illinois** (copy of the administrative licensure with all related endorsements*) or other evidence showing qualification to be a superintendent in another state. **(Please redact/remove your birthdate before you upload this document.)**

ALL UPLOADS MUST BE IN PDF FORMAT.

*Information on certification and licensure can be obtained by contacting the Illinois State Board of Education, Department of Educator Effectiveness, 100 North First Street, Springfield, Illinois 62777 or by visiting the ISBE website at www.isbe.net.

Applicants will be required to provide responses to the following online application statements:

1. Describe your experience in curriculum development and instructional implementation.
2. Describe your experience in school finance and budgeting.
3. Describe your experience in developing and monitoring goals for school improvement.
4. Describe your experience in building and sustaining productive relationships with stakeholders (board, staff, students, parents and community members).
5. Describe your experiences in working with a diverse population (socio-economic, cultural, ethnic, etc.).
6. Having read the ideal candidate section of the announcement of vacancy, why do you feel you are a match for this district?

GENERAL INFORMATION ON THE DISTRICT AND AREA

LOCATION — Situated in central Illinois, Hartsburg-Emden CUSD 21 facilities approximately 10 miles north of Lincoln, IL. The community is located on interstate 155, about 35 miles north of Springfield and 35 miles south of Peoria. Also located about 40 miles from Bloomington-Normal. Champaign is approximately 1 hour away.

TYPE — K-12; 165 Students.

OFFICE — 400 W. Front Street, Hartsburg, IL 62643.

STAFF — 1 Principal, 25 Teachers, 18 Support Personnel.

CENTRAL OFFICE PERSONNEL — Superintendent, Bookkeeper, and a Secretary.

CURRICULUM — The district offers a comprehensive curriculum aligned with the Illinois State Standards and is in compliance with all statutory requirements. Technology plays an important role in the district's educational plan including a 1:1 environment for kindergarten through 12th grade. We foster a collaborative learning environment.

SPECIAL PROGRAMS — Hartsburg-Emden CUSD 21 uses Heartland Community College for Dual Credit Courses and Ed Genuity for other courses that we don't offer in our regular curriculum to meet individual student goals.

SPECIAL SERVICES — Hartsburg-Emden CUSD 21 has an agreement with Lincoln Community High School for Career Technical Instruction (CTI) program through their Career Center (L-Tech program). We also have our own agricultural program that includes woodworking, electrical, welding, and small engines repair.

FACILITIES — Hartsburg-Emden CUSD 21 has 2 buildings. Emden Elementary (Hartsburg-Emden Grade School) located in Emden, IL (Grades K-5), and Hartsburg-Emden Jr./Sr. High School located in Hartsburg, IL (Grades 6-12). The District Office is located in the Jr./Sr. High School building.

TRANSPORTATION — The district provides busing services. The Superintendent is also the Transportation Director.

FOOD SERVICES — The district operates a breakfast and lunch program. The Director of Food Services coordinates the preparation and distribution of meals to all district sites.

WEBSITE — <http://www.hartem.org/>

MEDICAL — Hartsburg-Emden CUSD 21 is located less than 10 miles from Abraham Lincoln Memorial Hospital. The district is also close to Peoria, Springfield and Bloomington Normal which all have medical centers, including Hopedale Medical Complex, major hospitals and specialty medical groups.

CULTURAL — Hartsburg-Emden C.U.S.D. #21 is located in close proximity to a diverse collection of cultural resources throughout Central Illinois. Several institutions offer many cultural opportunities as we are located close to several colleges and there are several Abe Lincoln historical sites to visit.

RECREATION — Hartsburg-Emden CUSD 21 is located near a large number of indoor and outdoor recreation facilities throughout the Central Illinois Region. These include local park districts, nature centers, forest preserves, and privately-owned sports centers.

PLACES OF WORSHIP — Emden has two churches and Hartsburg also has 2 churches. Most denominations are located a short drive away.

RETAIL — Hartsburg-Emden CUSD 21 is conveniently located in close proximity to multiple shopping centers. There are several different locations for a quality shopping experience.

FRATERNAL AND PROFESSIONAL

ORGANIZATIONS — Illinois Elementary School Association (IESA), Illinois High School Association (IHSA), Illinois Association of School Boards (IASB), Illinois Association of School Administrators (IASA), Illinois Principals Association (IPA).

COLLEGES — Heartland Community College is the Community College District we belong. We are located close to Illinois Central College and Lincoln Land Community College. Illinois State University, Bradley University, and University of Illinois Springfield are also close. Parkland Community College and the University of Illinois Champaign are approximately 1 hour away.

INDUSTRY — The community of Hartsburg-Emden has two elevators, FS plant, tractor supply store, bar and grill, restaurant, body and tire shop, auto repair shop, hair salon, photographer, and a local pub. Other commerce is located a short distance away.

WAIVER — The district allows non-district school-age children of FT certified employees to attend tuition-free.



Illinois Association
of School Boards

This Professional Superintendent Search is being conducted by the Illinois Association of School Boards, Vic Zimmerman, Ed.D., Consultant Executive Searches, (217) 528-9688, ext. 1135.

FINANCIAL DATA

EAV.....	\$61,720,630
Bonds Outstanding.....	\$ 475,000
Total Budget Revenue.....	\$ 3,828,879

TAX RATE —

Education.....	3.500
Operations & Maintenance.....	0.670
Transportation.....	0.170
Working Cash.....	0.040
I.M.R.F.....	0.020
Tort Immunity.....	0.000
Bond & Interest.....	0.000
Fire Safety.....	0.020
Social Security.....	0.020
Special Education.....	0.060
Lease.....	0.020
TOTAL.....	4.500

THE BOARD OF EDUCATION

The Hartsburg-Emden CUSD 21 Board of Education is comprised of citizens dedicated to providing the best education possible for every student it serves. Board members establish sound written policies and expect the superintendent to function as the chief executive officer in implementing those policies.

Name	*Years
Dirk Aper, President.....	16
Kent Cross, Vice President.....	10
Brooke Ballance, Secretary.....	3
Tommy Cecil, Board Member.....	5
Dan Doolin, Board Member.....	3
Melanie Wright, Board Member.....	1
Erica Sherwood, Board Member.....	1

**Years served on the Hartsburg-Emden CUSD 21 Board of Education.*

IDEAL CANDIDATE

Candidates will be evaluated on their professional merits and successful experience that demonstrates a good match for the district, with emphasis on the following, specified by the Board of Education. The Part-time Permanent Superintendent of our district should be an educational leader who:

- Develops and works cooperatively/effectively with BOE
- Excellent written and verbal Communication Skills/Collaborative
- Develops and supports Curriculum, Instruction, and Assessment
- Facilitates meaningful and ongoing Family/Community Engagement
- Fosters a Professional Culture for Educators
- Has Finance/Budget expertise
- Develops a shared Mission, Vision, and Core Values

Previous successful teaching and administrative experience is required.

