

**VACANCY ANNOUNCEMENT – Business Manager/CSBO
COUNTRY CLUB HILLS SCHOOL DISTRICT 160**

Country Club Hills, Illinois
“Every child, every chance, every day”

The Board of Education of Country Club Hills School District 160 announces the opening of a search for a new Business Manager/CSBO to assume responsibilities on July 1, 2025 or sooner. The new Business Manager will lead the district’s business support services, ensuring that operations support and follow Superintendent and Board of Education directives.

This position offers the opportunity for a strong, dedicated business/finance manager to lead a premier district in south Cook County, IL under the leadership of Superintendent Dr. Duane Meighan. CCHSD 160 is financially sound, and is held in high regard by its supportive community.

CCHSD 160 serves students in preschool through eighth grade who reside in the community of Country Club Hills. Approximately 1,500 students are enrolled in its three schools: Zenon Sykuta, Meadowview and Southwood Middle. The district is located 25 miles southwest of the City of Chicago. The schools are supported by a strong administrative team and a dedicated Board of Education. Additional information can be found at: www.cch160.org

Application Procedure

This is considered a “Rolling Search” and applications will be reviewed as they are submitted. Candidates are encouraged to apply ASAP. Applications will be accepted until the position is filled but no later than April 8, 2025. Interested applicants should complete the online application process at www.bwpassociates.com.

An application should include:

- Completed Applicant Data Form;
- Letter of application, indicating qualifications and reasons for interest in the position;
- Current resume;
- College/University transcripts;
- Three or four letters of recommendation; and
- Evidence of CSBO Endorsement in Illinois or the equivalent from another state.

All of the required materials may 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 with a salary range of \$120-\$135K. The final selection and appointment is the sole responsibility of the Board of Education.

Please contact BWP consultants with any questions.

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Applicants are asked not to contact members of the Board of Education or the school district.