

**LENNOX SCHOOL DISTRICT
SUPERINTENDENT OF SCHOOLS
POSITION DESCRIPTION**

THE POSITION

The Board of Trustees of the Lennox School District invites highly qualified educational leaders with the highest level of communication skills and integrity to apply for the position of Superintendent. Our board is seeking an energetic collaborative leader with a passion for public education and improving achievement for all students. We desire a strong leader who embraces the importance of broad community and staff input when leading the district.

THE DISTRICT

The *Vision Statement* for the District is:

“The Lennox School District is dedicated to providing our students an education that emphasizes:

- Cradle to College – Preparing students academically from birth to career.*
- Commitment- Encouraging on-going responsibility to the Lennox Community.*
- Community – Embracing the role of parents as partners in the educational process*
- Culture of Caring – Enveloping Lennox with social services for children and their families.*
- Continuity –Entrusting that each generation achieves and excels, and returns to the Lennox Community to give back.”*

The *Mission Statement* for the District is

“One hundred percent of Lennox Students successfully transition to college or career.”

Lennox first began providing public education in 1910 with only one school, a four room, wood-frame structure with 50 students. Since these modest beginnings, the Lennox School District grew to more than 7,200 students. The student population has declined in the last several years. The Lennox community is an unincorporated 1.3 sq. mile area of Metropolitan Los Angeles situated between the cities of Hawthorne, Inglewood and the Los Angeles International Airport. The Lennox Board of Trustees strongly encourages community involvement as an essential element of effective schools. Lennox teachers, administrators and staff are highly dedicated to the task of addressing the needs of the whole child—academically, socially, physically, and emotionally so that every child can achieve. Lennox School District is a K-8 School District with one dependent Charter High School, Lennox Mathematics, Science and Technology Academy and one independent Charter High School, Animo Leadership. The schools that comprise the Lennox School District are Buford, Felton, Huerta, Jefferson and Moffett Elementary Schools, Lennox Middle School 6, Lennox Middle School 7-8, the charter high schools, and the Early Learning School Readiness Center and Lennox State Preschools located at Buford, Felton, Huerta and Moffett Elementary Schools. The Lennox Mathematics, Science and Technology Academy was ranked 25th from more than 21,000 Public Schools in **the *US News and World Report America’s Best High Schools, 2010.***

THE COMMUNITY

As of the census of 2000, there were 22,950 people, 5,049 households, and 4,382 families residing in Lennox. There were 5,235 housing units. The racial makeup of Lennox was 3.17% White, 4.15% African American, 1.02% Native American, 0.82% Asian, 1.39% Pacific Islander, 5.61% from other races, 4.61% from two or more races and 89.77% Hispanic.

PERSONAL PROFILE

The Lennox School District seeks a Superintendent who:

1. Is honest, trustworthy and an individual of the highest integrity
2. Has a vested interest in being a life-long learner
3. Is bilingual Spanish
4. Is a creative leader, an out of the box thinker, who understands and appreciates that we need to seek new strategies and ways of doing things to maximize student potential
5. Is fair, honest and ethical
6. Is accessible, approachable and has an open-door policy
7. Has a strong track record of success with no negative employment history
8. Is a holistic thinker and sees how one thing relates to the other
9. Is self reflective and continually assesses his/her performance

PROFESSIONAL PROFILE

The district seeks a superintendent who:

1. Will respect and value the unique culture of the District
2. Will hold all employees accountable for results
3. Has successfully led curriculum and instruction, has experience in the program improvement process, and will set high standards for student academic performance
4. Has worked in a community similar to Lennox and is sensitive to the cultural, ethnic and racial diversity in the district
5. Will be visible at school sites and in school classrooms
6. Has experience in Pre-K to College, or at a minimum, with comprehensive programs K-12
7. Has strong communication skills with students, teachers, staff, community and parents
8. Will seek employee and community involvement to build a successful district leadership team
9. Knows budget and understands California finance
10. Will handle all personnel appointments in an objective, fair and professional manner to eliminate any perception of favoritism
11. Has demonstrated leadership experience at the community level with the external public
12. Is not afraid to talk about and take on the hard issues
13. Will keep the focus on the students, and will be able to be keep everything student-centered
14. Looks at and places an emphasis on the whole child
15. Has experience working with parents
16. Has experience in organizational development and change management
17. Will implement our vision and mission and understand our priorities
18. Communicates well with those above and below in the organization and can break down barriers
19. Is a developer of resources and will seek grants
20. Values the arts
21. Places a priority on student safety
22. Is collaborative, respects people, as well as their respective personalities and cultures
23. Is a visionary and forward thinking regarding what students need to know

EDUCATION/EXPERIENCE

- Administrative experience at the school site and district levels.
- Successful leadership in a district similar to Lennox School District.
- Proven knowledge and leadership skills in California standards and assessment.
- Proven educational leader who understands the scope and complexities of District departments.
- Master's degree required. Doctorate degree is desirable.
- Possesses or qualifies for a California Administrative Services Credential.

APPLICATION REQUIREMENTS

In order to be considered, the candidate must provide:

- A fully completed application form.
- A letter of application.
- A résumé.
- Official placement papers and/or three current letters of recommendation.

All materials received will be acknowledged in writing at the close of the application process. Materials will be treated confidentially.

SALARY AND CONTRACT

The salary will be competitive and based upon qualifications and experience. The successful candidate will be offered a multi-year contract.

SELECTION PROCESS

The Board of Trustees has retained Peggy Lynch and Rich Thome of *Leadership Associates* to recruit qualified candidates. The consultants will screen applications and recommend candidates to the Board for interviews and further consideration. Any contact with Board members, in an attempt to influence the selection process, will be considered a breach of professional ethics.

Finalists will have an opportunity to familiarize themselves with the community and schools. Candidate paper screening is anticipated on September 23, 2010. Interviews will take place on October 8, 9, 2010. Board members reserve the right to visit the district and communities of a candidate prior to a final decision. The superintendent will be expected to begin in January, 2011.

SEND ALL MATERIALS TO:

Leadership Associates
Peggy Lynch and Rich Thome, Consultants
1042 N. Mountain Avenue #293-B
Upland, CA 91786
Phone: (909) 985-7814 /Fax (909) 985-1051
Applications must be received
by September 10, 2010, 5:00 p.m.
www.leadershipassociates.org

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