

## POSITION DESCRIPTION

The Board of Trustees of the Montecito Union School District is seeking an exceptional Superintendent/CEO who has evidence of strong leadership and management skills and who holds staff, community, and students accountable to high standards of excellence.

## THE OPPORTUNITY

Montecito Union School District is in the top 1% of school districts in the state of California, as measured by API scores, performance awards, small class size, financial resources, and our comprehensive curriculum. As we move into the future, having just completed a strategic planning process, we are looking for a strong leader to help us realize the vision and mission defined therein.

In addition to being the strategic leader of the district, our new superintendent/CEO will have overall leadership in the areas of curriculum and instruction, a breadth of enrichment programs, school finance, human resources, and all operational areas. The leader will be supported in this effort by a highly experienced and enthusiastic staff, an active and involved parent community, and a wonderful group of students.

For detailed information on the position, please refer to the Executive Responsibilities section of this document.

## DISTRICT INFORMATION

Nestled between the Santa Ynez Mountains and the Pacific Ocean, in one of the most beautiful areas in the country, Montecito Union School District is a one school district serving kindergarten through sixth grade. With a low student to faculty ratio, rich and balanced curriculum, and tremendous resources, we challenge all 400 of our students to reach their full potential. Dating back to 1859, Montecito Union School is a historic cornerstone of this incredible and supportive community, and our vision for the future is to set a global standard of educational excellence.

For more information, please visit [www.montecitou.org](http://www.montecitou.org).

## SELECTION PROCESS

The Board of Education has retained Rene Townsend and Jim Brown from Leadership Associates to assist the Board in developing a profile for the district's next executive leader, recruiting and reference checking, recommending candidates for an interview, and assisting with the final interview and selection process. Any contact with Board members, in an attempt to influence the selection process, will be considered grounds for disqualification.

Prospective candidates are encouraged to visit the district and greater Santa Barbara area to familiarize themselves with the community and schools. Board members reserve the right to visit the district and community of the candidate prior to a final decision.

#### TIMELINE

Applications close at 5 p.m., Monday, March 29, 2010

Interviews will be held April 16 & 17, 2010

**Executive Responsibilities:**

The Board of Education views the executive responsibilities listed below as essential for the successful performance of the district's new executive leader. The leader's evaluation will be focused on successful accomplishment of these responsibilities. Finalists for the position will be expected to provide evidence of their ability to carry out these responsibilities consistent with the Board's high expectations. The leader shall:

- Lead, direct, motivate and hold accountable the staff to deliver on the vision, mission, core beliefs, and strategic initiatives of the District. Establish indicators of success that focus the work of staff on high levels of achievement for every student.
- Develop and sustain a culture that involves all stakeholders and keeps each student's ability to reach his or her highest potential at the center of all district work.
- Lead and direct the instructional and non-instructional programs and services of the District, including human resources, business services, facilities maintenance, and student services.
- Develop and sustain the systems, structures, and processes necessary to ensure high levels of performance from all staff and students and maintain strong accountability systems.
- Be knowledgeable of Basic Aid and of any developments that can adversely affect school financing, and inform the Board of any potential courses of action.
- Align systems, structures, and processes to achievement of goals in the Strategic Plan.
- Delegate as needed responsibilities and duties related to the instructional and non-instructional operations to other District staff, while remaining accountable to the Board.
- Provide recommendations to the Board and implement the policies adopted by the Board.
- Work with the Board to develop budget priorities; direct District staff in developing the budget and multiyear projections based upon revenue projections, budget priorities, and District goals.
- Direct, supervise, and support District staff responsible for managing personnel functions of the District, such as recruitment, selection, and retention of highly qualified staff, leave monitoring, collective bargaining, labor relations, complaints and investigations, and other legal matters.

### **Personal Characteristics**

- Collaborates with stakeholders and demonstrates an openness and commitment to obtaining a variety of perspectives prior to making important decisions and before developing recommendations for the Board.
- Demonstrates integrity, honesty, trustworthiness, accessibility, and transparency in interactions with students, staff, parents and community.
- Possesses excellent problem solving skills.
- Is able to make tough decisions, including those that may not be popular
- Has outstanding communication skills -writing, listening, speaking.
- Values fiscal responsibility and effective use of all resources.
- Exhibits intellectual curiosity about education and leadership
- Supports and advocates for educating the whole child; values academic excellence and the importance of education in the arts, environment, and health.

## Desired Professional Experience

- Has built an effective leadership team with clear delineation of roles and responsibilities.
- Has a track record of success in developing and sustaining an organizational culture that keeps high quality teaching and learning as the focus of everyone's work.
- Has successfully developed and maintained open communication systems resulting in a climate of trust and mutual respect.
- Has demonstrated strong instructional leadership that reflects knowledge of curriculum and instruction, current research, and the characteristics of learning organizations.
- Has built and sustained effective accountability systems with appropriate metrics to demonstrate progress toward providing a world class education for the students of the district.
- Has the ability to work effectively with highly engaged parents and community members and to channel them in a manner consistent with the District's strategic goals.
- Has developed and implemented strong management practices in finance, human resources, and facilities.
- Has demonstrated the ability to effectively represent the interests of the district at the local and state level to secure the resources needed to support a high quality education for each child.
- Has knowledge of Special Education laws, funding and effective programs.
- Has achieved success obtaining, using and aligning multiple resources (financial, human, and physical), to produce high levels of performance for all students and staff.
- Has demonstrated the ability to work effectively with a board to create and maintain a strong governance team.
- Has evidence of success in using best practices to guide continuous improvement efforts.
- Has developed strong system, structures, and processes that support and encourage high levels of performance by students and staff.

- Is able to collaborate with and motivate staff to even higher levels of performance and deal effectively with those that are not performing at acceptable levels.
- Has achieved success in strengthening various programs and services that support student success including the arts, environmental education, safety, and other programs and services.
- Has experience in the use of technology to improve District performance and the educational experience.