

Oak Grove Elementary School District

A Dynamic Professional Opportunity

THE POSITION

The Board of Trustees of the Oak Grove Elementary School District invites collaborative, energetic, highly qualified educators with the highest level of communication skills and integrity who are student-centered, focused on improving achievement for all students and who embrace the importance of equity and partnerships with community and staff to apply for the position of superintendent. The superintendent, as chief executive officer of the district, provides the overall leadership for curriculum and instruction, standards and assessment, finance, budgeting, personnel, and school facilities and develops effective communication, collaboration, and outreach with the community, parents and staff.

PERSONAL PROFILE

The Oak Grove Elementary School District seeks a Superintendent who:

1. Is ethical, forthright and trustworthy in dealings with the Board, staff and community.
2. Has evidence of commitment to raising achievement for all students, closing the achievement gap, and supporting the value of diversity.
3. Respects the rich culture of the Oak Grove School District in leading the district forward.
4. Is open, approachable and accessible, possessing strong listening and communication skills.
5. Is well respected in their current community, active in community organizations and a leader in the community with good rapport and working relations with community leaders and parents.
6. Is charismatic and will motivate and inspire people to do their best work.
7. Has high expectations for all students and truly believes that they will succeed.

8. Is an instructional leader who helps everyone stay focused on what works best for students.
9. Is emotionally secure and maintains composure at all times.
10. Is committed to equity and successfully dealing with racism and cultural bias.
11. Is a consensus builder and possesses effective problem solving skills.
12. Seeks multiple perspectives from different groups and individuals in making key decisions. Has a high degree of personal integrity.
13. Has demonstrated success in building a commitment to achieving a shared vision, mission, core values, and key strategies that improve teaching and learning.
14. Is innovative and creative in developing solutions to critical problems.
15. Will build a strong sense of teamwork among all staff.

PROFESSIONAL PROFILE

The district seeks a Superintendent who:

1. Has a track record of success in improving student achievement and closing the achievement gap.
2. Has demonstrated ability to keep everyone focused on student success and the teaching/learning mission of the district.
3. Has experienced success in raising the achievement level of all students in closing the achievement gap.
4. Has experienced success in building a high quality leadership team.
5. Has helped develop the abilities and skills of new principals.
6. Has successful experience in long-range planning.
7. Possesses a strong background in and understanding of the need for technology to support teaching and learning along with excellent information management systems.
8. Has evidence of success in dealing with the challenges and issues that face the district in the areas of finance, instruction, human resources, and student services.
9. Is aware of health care issues of a district with substantial poverty.
10. Has strong political savvy.

11. Has a track record of success in helping staff seek creative and innovative solutions to problems and challenges.
12. Keeps student interests as the focus for financial and budgetary matters. Has built strong community/parent relationships.
13. Knows how to develop/allocate resources effectively.
14. Has demonstrated success and understands the needs of English language learners and helps them succeed in their academic work.
15. Has a strong track record of working closely with a Board to build a strong governance team.
16. Conducts business in an open and transparent manner.
17. Has direct experience with collective bargaining; has collective bargaining knowledge and negotiation skills.
18. Understands Special Education laws, programs, funding structures, legal issues and complexities.
19. Demonstrates a customer service focus.
20. Is knowledgeable about fiscal matters and budgeting.
21. Has a commitment to excellence in the teaching staff and is willing to go the extra step to assure effective employee performance.
22. Holds people accountable at all levels.
23. Is a visionary who can think outside the box.
24. Is able to work with the School Board to foster a common vision and commitment and maintain a strong governance team structure with exemplary Board/Superintendent relations.
25. Has successful experience in building and maintaining positive relationships and trust with employees and their associations.
26. Will make a long-term commitment to the school district.
27. Encourages input and participation prior to major decisions being made.
28. Will always remain confidential about all issues that are not legally for public distribution. Will keep all communications with Board Members confidential to the extent required by law.

DISTRICT DESCRIPTION

Located in the beautiful foothills of southern Santa Clara County, Oak Grove School District is a family oriented, suburban education community. It lies within the city of San José which provides a wealth of cultural enrichment and recreational activities and one of the most pleasant climates in the country. The District includes 16 elementary (K-6) and 3 intermediate (7-8) schools with a total student population of 11,600 students with diverse racial/ethnic backgrounds, including 19.45% Asian, 5.6% African-American, 45.9% Latino, and 20.75 % White.

The District has annual revenue of almost \$90 million dollars. A strong, thoughtful Board and excellent administration have exercised prudent fiscal leaders in funded programs that serve students well.

Oak Grove schools have a long tradition of excellence and high standards. Their educational programs reflect our abundance of resources and dedication to providing the best education possible for the children of the community.

The District's focus on Closing the Achievement Gap (CTAG), builds upon our mission statement to ensure that every child's potential is achieved while accelerating the growth of our Latino and African-American students. A commitment to Equity, Diversity, and Excellence drive the district instructional programs and services.

COMMUNITY DESCRIPTION

The City of San José is the heart of the Silicon Valley, and currently the eleventh largest city in the nation, with a population of close to one million people. As part of the San Francisco Bay area, it enjoys a Mediterranean climate which permits outdoor activities year round. San Francisco, Monterey and Santa Cruz are all less than an hour away, and the Sierra Nevada Mountains, Lake Tahoe and Yosemite National Park are within easy driving distance.

Cultural, educational and economic opportunities are a strong attraction the county. The Bay Area is home to many institutions of higher learning, including San José State, Stanford, the Universities of California at Berkeley and Santa Cruz, and Santa Clara University. There are also many community colleges in the area. The Technology industry was born here and continues to thrive even in difficult economic times.

EXPERIENCE

1. Has direct knowledge and experience in instructional leadership.
2. Has experience in a major district level leadership role with successful experience as a superintendent desirable.
3. Has a postgraduate degree and evidence of continuous professional growth.

SELECTION PROCESS

The Board of Trustees has retained Jim Brown and Larry Aceves to recruit qualified candidates. 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. 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 on or about July 1, 2012.

SALARY AND CONTRACT

The salary will be competitive and based upon qualifications and experience. A multi-year contract may be considered.

APPLICATION REQUIREMENTS

To be considered, the applicant must provide:

- A fully completed application form.
- A letter of application
- A resume.
- Official placement papers or three current letters of recommendation.
- All materials will be acknowledged and treated confidentially.

THE BOARD OF EDUCATION

Yvonne Cook, President
Dennis Hawkins, Vice-President/Clerk
Jacquelyn Adams, Member
Jeremy Nishihara, Member
Mary Noel, Member

*The Oak Grove Elementary School District
is an equal opportunity employer.*

APPLICATION

To Request an Application for the Oak Grove Superintendent Position:

E-mail: leadershipassociates@cox.net

Telephone/Fax: (949) 461-9119

SEND ALL MATERIALS TO:

Leadership Associates

Jim Brown and Larry Aceves, Consultants

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www.leadershipassociates.org

This position is Open Until Filled.