

SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT SUPERINTENDENT OF SCHOOLS POSITION DESCRIPTION

The Board of Trustees of the Saddleback Valley Unified School District invites outstanding leaders with strong educational and managerial abilities to apply for the position of superintendent.

The Board seeks applications from highly qualified individuals able to lead a prestigious school district with a history of excellence. The superintendent is expected to provide the Board, staff and community strong professional leadership in finance and budget, curriculum, instruction, personnel, staff development, and school facilities. The superintendent must be sensitive to diverse interests and must support the high standards expected by the community.

PERSONAL PROFILE

The Saddleback Valley Unified School District seeks a superintendent who:

- Is able to inspire and motivate everyone throughout the organization.
- Brings people together to work as a team committed to all students.
- Is sensitive to the difficult economic times while maintaining a commitment to the highest quality of education.
- Will be an active member of a supportive, caring community.
- Is an excellent communicator in speaking, listening, writing and demeanor.
- Is pro-active, and a collaborator, problem solver and decision-maker.
- Is honest and has the highest integrity in personal and professional behavior.
- Leads by example and inspires confidence and trust with all groups.
- Respects all staff and can gain their respect.
- Is energetic, enthusiastic and puts others first.
- Is a professional, personable representative of the district.

PROFESSIONAL PROFILE

The Saddleback Valley Unified School District seeks a superintendent who:

- Recognizes the district is child focused and committed to making decisions based on the best interests of students.
- Is supportive of a strong program of academics and the full range of opportunities to meet the needs and interests of every student, both during and outside the school day.
- Combines financial knowledge with a genuine caring of children.
- Has an academic and financial vision for the future.
- Is an academic visionary, excited about new ways to raise the bar and academic achievement.
- Has demonstrated strong leadership abilities.
- Values the deep and rich traditions of the school district.
- Has unwavering belief in the value of public education.
- Can maximize the financial resources of the district and has strong background and experience with budget and finance.
- Is fiscally conservative.
- Will make a commitment to the district and community and be visible and active in community life.
- Understands the challenges that budget and staff cuts present and is creative about moving forward.

- Is comfortable with technology and sees the potential for teaching, learning and administrative purposes.
- Can work with the complexity of having five cities represented in the district.
- Develops genuine, positive and far-reaching relationships with employee groups.
- Values the inclusion of parents and all stakeholders, public and private.
- Will continue to build on the strong partnerships with all aspects of the community.
- Supports continuous academic improvement even in difficult economic times.
- Works effectively with each Board member and the Board as a whole.
- Believes in teacher, support staff and administrative professional development and involvement.
- Appreciates and can work effectively with the demographic changes occurring in the district.
- Is a hands-on administrator who works effectively with administrators, teachers, support staff and spends time at their schools and departments.

EDUCATION/EXPERIENCE

- Financial and educational background and training

Desirable but not required:

- California, K-12, suburban experience
- Experience as a teacher, principal, district office administrator is desirable.
- A doctorate is desirable.

SELECTION PROCESS

The Board of Trustees has retained Mike Caston and Rene Townsend 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 be invited to the district and have an opportunity to familiarize themselves with the community and schools. Board members reserve the right to visit the district and community of a candidate prior to a final decision.

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. A multiyear contract will be considered.

SEND ALL MATERIALS TO:

Leadership Associates
Mike Caston, Rene Townsend
PMB 455

23052-H Alicia Parkway
Mission Viejo, CA 92692
Applications must be received by
July 26, 2010, 5:00 p.m.
Email: leadershipassociates@cox.net