



## Information for Applicants for the Position of

### **SUPERINTENDENT** **West Contra Costa Unified School District**

#### **THE POSITION\*\***

The Board of Trustees of the West Contra Costa Unified School District invites strong, ethical leaders with a track record of success in improving the achievement of all students, engaging staff, parents, families, and students in meaningful decision-making processes, and working in diverse and more complex communities to apply for the position of District superintendent. WCCUSD's new superintendent will use a clear and focused equity lens to identify and evaluate strategies and initiatives that will provide the academic and social emotional support WCCUSD's diverse student populations require so that they all graduate prepared for success in higher education and/or a career with growth potential. In addition, the new superintendent will work collaboratively with labor and community partners to identify and implement teaching and learning practices that will build positive student-teacher relationships, establish high expectations for each student, and engage students in meaningful and relevant learning experiences. This position provides a unique and challenging leadership opportunity for a courageous leader who has a true passion for the work of public education to help unite WCCUSD's diverse students, staff, parent, and community voices in achieving a common vision and mission. Strong fiscal and facilities management skills are also essential. The next leader will be driven by the core values of integrity, transparency, humility, and teamwork to keep students at the front and center of the District's work and provide the high-quality education each and every child in West Contra Costa Unified deserves.

#### **PROFESSIONAL PROFILE (Not in Rank Order)**

West Contra Costa Unified School District seeks a superintendent who:

- Has a clear equity driven vision and proven track record of growing academic achievement for all students, including special needs children, second language learners, African Americans, Latinx, and children impacted by poverty
- Is a strong instructional leader who leads successful initiatives that will improve achievement for all students
- Will help unify the entire community around a vision that keeps the academic and social emotional success of all WCCUSD students as its primary focus
- Has lived in and/or worked in a community with diversity comparable to West Contra Costa Unified
- Has a track record of success in building systems and practices which directly address the issues of systemic racism that adversely affect the education of our students
- Will ensure oversight and strengthen programs such as the Dual Language Immersion program
- Will provide a safe, welcoming, and uplifting learning environment for all students, and staff, and families
- Has strong human relations skills and communication skills (listening, speaking, writing)
- Has a deep commitment to equity, access, transparency and will communicate honestly, clearly, effectively and frequently with stakeholders
- Will be inclusive and seek input in the decision-making process and will communicate rationale for decisions
- Is accessible, responsive and approachable to students, parents, staff and community partners from all neighborhoods

- Will bring a vast array of communities and stakeholders together and help unify all behind a common vision to improve the academic achievement and well-being of all students
- Will understand, support and be visible in our community schools and will enlist the Superintendent's Cabinet to visit schools and classrooms regularly to stay informed of the workings and needs of the schools
- Will lead and learn alongside the school site leaders
- Has the ability to coach and develop potential leaders within the District, and create a strong, cohesive working team
- Will build and sustain the systems and structures which enable us to create academic supports and direct resources to students who require extra support
- Will build and sustain the systems and checks and balances to ensure fiscal solvency and stability and will ensure transparency with regard to the district's fiscal health
- Has a record of success in managing school district finances, budgets, and school facilities; will maximize resources and will be resourceful in seeking additional sources of funding
- Has successful experience as a teacher, school leader and district office leader in a district and/or community comparable to West Contra Costa.
- Will have the systems and practices in place that enable us to hire, retain, train and support high quality teachers, administrators, and support staff.
- Will engage WCCUSD's diverse community of students, parents, staff and community organizations in meaningful ways in district decision making processes
- Will work collaboratively with our labor partners to provide the teaching, learning and leadership practices that prepare all our students for success in higher education and/or a career with growth potential
- Will insist on the importance of long-range planning that includes a strategic plan aligned with our LCAP and data including grade level indicators that enable staff, superintendent, and the Board to monitor its effectiveness
- Will work closely with the District's oversight and advisory committees and value their work
- Will strengthen partnerships with WCCUSD's many community organizations and foundations that support student success
- Will make use of multiple opportunities to communicate widely and frequently to seek input and keep parents/families and the broader community well informed
- Will work collaboratively with the Board and strengthen the work of the governance team
- Has the technical skills to lead, manage and improve a large, complex and diverse organization
- Will help us transition well to an educational system that will emerge from the pandemic with improvements in teaching and learning that will better engage our students in meaningful learning experiences
- Will strengthen the instructional practices which provide the necessary support for WCCUSD's English Language learners
- Has the ability and commitment to use data transparently and effectively to monitor the effectiveness of strategies and practices and identify improvements when needed

- Will strengthen our arts and vocational education programs
- Will work diligently to support, inspire and motivate our staff to do their best work
- Will commit to engaging in a listening tour before any changes are recommended
- Will seek to understand the appeal some parents/families have for charter schools so WCCUSD can be strengthened
- Is passionate about public education and will take a stand to protect our neighborhood schools

### **PERSONAL PROFILE (Not in Rank Order)**

West Contra Costa Unified School District seeks a superintendent who:

- Will always keep the success of all WCCUSD's students as the focus of everyone's work
- Has a high degree of personal and professional integrity
- Has strong emotional intelligence
- Demonstrates humility, modesty, empathy, and transparency in working with students, staff, parents and the community
- Has a passion for working in our district and community to achieve the vision and mission of public education with an equity minded lens
- Is honest, forthright and collaborative in working with students, staff, parents, and community
- Will build trusting relationships among all stakeholders
- Has a high level of commitment to addressing the racist, economic, and social practices which adversely affect the education of our students
- Will emphasize the importance of building relationships that support the instructional practices that will improve student learning
- Genuinely enjoys working with students, parents, staff, and community
- Has a good sense of humor
- Is approachable and is a good listener
- Is apolitical, a visionary change agent and has the personal courage to take on the tough issues and see them through
- Values the importance of life-long learning for the superintendent and staff
- Uses a strong equity lens to improve the quality of teaching and learning in significant ways
- Will build systems that establish a high degree of accountability for the performance of the superintendent and staff on behalf of the students of WCCUSD
- Values consensus and accountability

### **DESIRED EDUCATION/EXPERIENCE**

- Successful leadership experience as a superintendent or equivalent in a large, complex organization
- Eligible for the appropriate California credentials authorizing service as a superintendent
- Education leadership experience in a district or community comparable to West Contra Costa
- A doctorate is preferred or evidence of continuous professional and advanced graduate work
- A record of focusing on students and improving achievement for all groups in a diverse

community

- A strong record of partnering with community groups and engaging parents/families and students
- Bilingual (desirable)

## SELECTION PROCESS

The Board of Education has retained Consultants Jim Brown, Sandy Thorstenson, Eric Andrew, and Juan Garza of Leadership Associates to partner with the Board in the superintendent selection process. The consultants conduct a stakeholder engagement process, recruit candidates, screen applications and recommend candidates to the Board for interviews and further consideration. The Board will have the opportunity to review all applications submitted. 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.

## SALARY AND CONTRACT

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

## APPLICATION REQUIREMENTS

To be considered, the candidate must provide:

- A fully completed application form
- A letter of application
- A resumé
- Three letters of recommendation
- Five professional references
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially*

## THE DISTRICT

West Contra Costa Unified School District (WCCUSD) is located in one of the most diverse areas of California with 28,121 students enrolled in the 2018-19 school year. The district serves a diverse student population where the majority of students (53%) are Hispanic/Latinx, followed by African American (14%), Asian (11%), White (11%), Filipino (5%), Two or More Races (5%), and Pacific Islander (.5%).

There are 55 schools and 3,489 full and part-time staff. The District offers six comprehensive high schools, six middle schools, two alternative education high schools, one alternative education elementary school, 32 elementary schools, several dual-immersion elementary schools, and five K-8 schools.

Seventy-four percent of WCCUSD students are low income and/or English learners. Most students (64%) are classified as low income, which means they receive free or reduced-price lunch. Nearly one in three students (30%) are English Learners (EL), exceeding the state's rate of 21%. The district also served 115 foster youth and 802 homeless youth.

In July 2016, the District developed Roadmap 2.0. This new vision is transforming the district into a learner-centered organization where: Students are constantly acquiring the skills and knowledge to succeed in the 21st century. Staff is talented and empowered. Families continue to choose our schools year after year. The ambitious plan outlined in Roadmap 2.0 includes three goals: Achieving Students, Thriving Employees, and Caring Schools.

As a Full-Service Community Schools district, WCCUSD works with its community partners to provide the resources necessary to achieve educational success, well-being, and self-efficacy for

students, families, and communities. WCCUSD's diverse community traditionally values and supports its schools.

Students in the District have access to a robust Visual and Performing Arts curriculum, several after school programs and services, innovative engineering and technology pathways, and a comprehensive athletics program at each high school.

Challenges facing the District include addressing the historic inequities and access to opportunities in the community and harnessing the District's diversity and increasing equity and inclusion. Additionally, improving student success and academic outcomes of all students with a particular focus on students of color and those in poverty, dealing with the growth of charter schools, and ensuring that our resources are spent equitably and wisely are also challenges.

WCCUSD was established in 1965. It covers the cities of Richmond El Cerrito, San Pablo, Pinole, and Hercules and the unincorporated areas of Bayview-Montalvin Manor, East Richmond Heights, El Sobrante, Kensington, North Richmond, and Tara Hills. For more information, visit: [www.wccusd.net](http://www.wccusd.net).

## THE COMMUNITY

West Contra Costa County sits on San Francisco and San Pablo bays, northwest of the City of San Francisco, and is home to an estimated 261,000 residents of diverse backgrounds.

The unemployment rate is 10.6 percent for the entire West County area and the median household income is \$63,137. 16.8 percent of families with children under 18 are living in poverty.

Single mothers lead about 25 percent of households with children under 18. 35 percent of those families live in poverty.

Home to many of the workers who drive the Bay Area's tech economy, the area features Chevron's Richmond refinery and Hercules-based Bio-Rad Laboratories, Inc.

There are many densely populated areas in the southern and western portions of the District, while the northern and eastern ends feature more rural areas with rolling hillsides and hidden valleys. Spanning more than 61 square miles, much of the landscape is reserved for open spaces, including large portions of Wildcat Canyon Regional Park and Point Pinole Regional Shoreline.

The area featured large rancheros before California became a state, and many large swathes of land are still reserved for cattle grazing and undeveloped woodland in the areas surrounding Pinole, Hercules, and the unincorporated community of El Sobrante.

From the hills in San Pablo, Richmond, and El Cerrito, visitors can see the Golden Gate Bridge, Bay Bridge, the San Francisco skyline, and Mount Tamalpais. Those who enjoy the outdoors have hundreds of miles of hiking trails, including the Bay Area Ridge Trail and San Francisco Bay Trail, and fishing in both the San Pablo Bay and freshwater reservoirs and lakes.

The area also includes multiple opportunities to participate in the arts, visit museums, and enjoy the many entertainment options available within the greater Bay Area.

## THE BOARD OF EDUCATION

*Board Member as of December 11, 2020*

Otheree Christian  
Demetrio Gonzalez-Hoy  
Mister Phillips  
Leslie Reckler  
Jamela Smith-Folds

*Board Members prior to December 11, 2020*

Stephanie Hernández-Jarvis  
Consuelo Lara  
Valerie Cuevas  
Tom Panas

Mister Phillips

*West Contra Costa Unified School District is an equal opportunity employer.*

#### **APPLICATION PROCESS**

To request application materials for the West Contra Costa Unified School District Superintendent position visit [www.leadershipassociates.org/active-searches](http://www.leadershipassociates.org/active-searches) and select [West Contra Costa USD](#).

For other inquiries contact Penny Pyle, Executive Assistant, at [ppyle@leadershipassociates.org](mailto:ppyle@leadershipassociates.org).

**Applications must be completed and returned via email by 5:00 P.M. on February 15, 2021.**

**Consultants:**

**Jim Brown, Sandy Thorstenson and Juan Garza**

**Leadership Associates**

3905 State Street, #7-407  
Santa Barbara, CA 93105

[www.leadershipassociates.org](http://www.leadershipassociates.org)

Phone: (530) 302-5112