



## Information for Applicants for the Position of **SUPERINTENDENT** **MONROVIA UNIFIED SCHOOL DISTRICT**

### **THE POSITION**

The Board of Education of the Monrovia Unified School District invites highly qualified educational leaders to apply for the position of District Superintendent. The Board welcomes a diverse group of candidates.

### **PROFESSIONAL PROFILE**

The Monrovia Unified School District seeks a superintendent who:

- Is a decisive educational leader who has experience effectively collaborating with community leaders and other stakeholders by clearly communicating district objectives and goals
- Has experience working in communities with demographics, size, and characteristics similar to those of the Monrovia Unified School District
- Has successful experience as a teacher, site administrator, and district office leader
- Has a track record of demonstrating strong and effective communication skills (writing, listening, speaking)
- Has a proven track record of uniting staff, families and community around a shared vision, mission, core values and goals
- Has experience in establishing effective systems and structures around equity, diversity and inclusion to improve the educational experiences of all students and staff
- Has a track record of success in providing the academic and social/emotional support systems to help all our students achieve success
- Will provide effective oversight of our financial, business and operations
- Has effective strategies for dealing with the adverse effects of declining enrollment, financial challenges and staffing shortages
- Has a demonstrated ability to recruit and retain high quality teachers, leaders and support staff
- Is able to work collaboratively with staff and parents to help students meet high academic standards
- Has a track record of success in building a culture of teamwork, trust, openness and honesty
- Is able to provide strong, effective leadership and management when dealing with crisis
- Is able to honor the uniqueness of each school site but at the same time bring them together in achievement of our vision, mission, goals and core values
- Has experience working with employee bargaining units and has demonstrated positive and productive negotiations with Bargaining Units
- Has a proven track record with building strong relationships with parent organizations such as PTA
- Is technology- savvy and can lead the district in addressing technology needs currently and into the future

### **PERSONAL PROFILE**

The Monrovia Unified School District seeks a superintendent who:

- Is a good listener and solicits multiple perspectives from staff, parents, students and community as part of the decision making process
- Possesses a high degree of personal and professional integrity
- Will value the importance of innovation and creativity in maintaining our strengths and addressing the challenges we face
- Has a personal lens that values equity, diversity and inclusion in leading efforts to improve the educational experiences for all of our students and staff
- Has compassion and empathy for others
- Values the importance of continuous improvement
- Is organized and prepared
- Is approachable, accessible, and highly visible in the community, at school sites, in the classroom and throughout the district
- Is culturally competent
- Is transparent, honest, and forthright in working with our staff and community
- Has a sense of humor and genuinely loves being with students, parents and staff

## DESIRED EDUCATION/EXPERIENCE (PREFERRED)

- Masters degree or higher with a record of continuous learning (Doctorate preferable)
- An educator with K-12 experience in California
- Eligible for a California administrative credential
- A record of focusing on students and improving achievement in a diverse community
- Experience as a teacher, and experience as a central office administrator
- Bilingual candidates are invited to apply

## SELECTION PROCESS

The Board of Education has retained Consultants Dr. David Verdugo and Dr. Fred Van Leuven of Leadership Associates to recruit qualified candidates. The consultants will 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 resume
- Three professional references
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially*

## THE DISTRICT AND COMMUNITY

Nestled in the San Gabriel foothills in the County of Los Angeles, Monrovia Unified School District is an award-winning district, offering world-class schools and programs for students of all ages. MUSD's five elementary schools, two middle schools, and one comprehensive high school provide the core K-12 program. These are augmented by an Early Learning Center (Child Development & Pre-K programs), robust after-school programs, an alternative campus (independent study, home schooling, and continuation high school), and a large, active adult school.

Monrovia Unified School District Notable Awards and Accomplishments include nineteen prestigious Golden Bell Awards, six Gold Ribbon School Awards, five Campaign for Business and Educational Excellence Honor Roll School awards, and MUSD Nutrition Program honored as the top in the state for 2008!

### Mission Statement

- Inspire students to engage in meaningful learning in a safe and nurturing environment.
- Challenge students to be productive members and leaders of the community.

### Vision for Monrovia Schools

Our students will be ethical, compassionate individuals who

- Graduate from high school prepared for college and/or career
- Contribute and adapt to an ever-changing world by being resourceful and responsible citizens
- Embrace diversity

### Philosophy for Monrovia Schools

The Monrovia Unified School District is committed to provide powerful and productive learning experiences for all students. In order to do so, the educational environments of our schools must be structured to encourage thoughtful inquiry, stimulate excitement about learning, foster innovation, and ensure the highest quality academic performance. Students and staff are encouraged to cooperate in creating opportunities to develop students' unique potential, individual talents, dignity, and self-esteem.

The educational program also needs to be comprehensive and flexible to meet the changing needs of students in a dynamic and democratic society, in order to prepare Monrovia students with the knowledge, abilities, and values needed to function effectively in an increasingly complex global community. The aim is

to have our graduates leave our schools prepared to enter adult society with the skills and means to enrich their lives and the lives of others.

To accomplish the highest levels of student success, the district pledges to work collaboratively with site staff to increase student performance. The district administration will function as a service center for the sites, providing support, resources and expertise to support improvement activities. District procedures, regulation, and policies that hinder the successful completion of activities which demonstrably improve student performance will be reviewed and revised as appropriate.

### **About our Community**

Monrovia was named "All America City" by the National Civic League, the highest honor and most prestigious award that can go to an American community. This award is bestowed upon a few select cities that demonstrate the commitment and ability to solve problems through cooperation, broad-based participation, public-private partnerships, and creative solutions. Across the country, Monrovians are recognized for working well together and creating a better life for all the community.

Monrovia covers 13.8 square miles and has approximately 38,100 residents. The community is culturally diverse with a 43% minority population. The City of Monrovia and the schools work closely and cooperatively to provide all residents with a positive learning environment and powerful learning experiences.

### **THE BOARD OF EDUCATION**

Maritza Travanti, Board President  
Selene Lockerbie, Vice President  
Traci Gholar, Clerk  
Jennifer Anderson, Member  
Rob Hammond, Member

*The Monrovia Unified School District is an equal opportunity employer.*

### **APPLICATION PROCESS AND DEADLINE**

To request application materials for the Monrovia Unified Superintendent position, please visit <http://www.leadershipassociates.org/active-searches/> and select the listing for this position.

**Applications must be completed and returned via email by 5:00 P.M. on April 23, 2021.**

**Consultants:**  
**David Verdugo, Ed.D**  
**Fred Van Leuven, Ed.D.**

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