

Superintendent of Schools

District Overview

LASD Mission: The Los Altos School District will inspire a passion for learning and prepare all K-8 students to thrive in our rapidly changing global community.

LASD Vision: Los Altos School District will be a leader in revolutionizing learning for all students.

LASD serves more than 3,400 students in seven elementary and two junior high schools. 6% of LASD students are socioeconomically disadvantaged, 10% are students with disabilities, and 11% are English language learners. LASD is a community-funded (basic aid) school district. Students come primarily from three communities: Los Altos (65%), Los Altos Hills (7%) and Mountain View (25%) with the balance from unincorporated areas in Santa Clara County.

LASD is fortunate to have outstanding support from our parent community, through both school-based Parent Teacher Associations and the Los Altos Educational Foundation. Our PTAs provide a tremendous number of volunteer hours at each individual school, as well as at the district level. The educational foundation raises 2.5 million dollars annually to fund several specialized programs, including the arts, physical education, mental health services, the grades 4-6 music program, and our K-8 STEM program.

In addition to a solid parent partnership, LASD has a strong history of teaching excellence. Our teachers are extremely dedicated and passionate about working with students and their families. LASD teachers actively seek professional learning opportunities and understand that building solid relationships across the school and District is critical. Seeing themselves as learners, teachers design relevant, authentic, and engaging experiences for students. LASD teachers go above and beyond in support of students.

LASD is especially proud of our K-8 STEM and computer science programs. We host visitors from around the world each year to share the work we are doing around STEM and computer science, as well as regularly share our work at conferences and workshops. Beginning in kindergarten, all students have access to a high-quality STEM program, including design and engineering projects and computer science instruction. Over the last three years, we have begun to integrate STEM into math and science and are dedicated to further integrate STEM into engaging multi-disciplinary project experiences for all students. We want students to see STEM as a mindset and something we do, not a place we go.

LASD's [Local Control and Accountability Plan \(LCAP\)](#) has identified the following goals as critical to the success of all LASD students to learn, lead, and innovate in high school and beyond:

1. Ensure all students have access to equitable conditions for learning.
2. All LASD students will experience high quality instruction that results in equitable outcomes and expected yearly growth.
3. All LASD students will experience high quality instruction that results in equitable outcomes and expected yearly growth
4. Ensure a safe, healthy, and respectful school environment to maintain engagement, involvement, and satisfaction of students, staff, and parents.

Position Summary

The Superintendent shall perform his duties, including all responsibilities delegated to him by the Board under Section 35161 of the Education Code, in accordance with the requirements of law and Board policy. The Superintendent is the chief executive officer of the District, who is directly responsible to the Governing Board, and supervises all District operations in accordance with Board policies. Although the Superintendent may delegate appropriate powers and duties so that operational decisions can be made at various administrative levels, it is the Superintendent who is accountable for the execution of these powers and duties.

Responsibilities Related to the Board

- Ensures that the Board is updated on all issues relevant to the District.
- Makes recommendations to the Board and executes all decisions made by the Board
- Advises the Board on the need for new and/or revised policies and makes policy recommendations based on data and input from staff and advisory committees
- Submits to the Board recommendations relative to all matters requiring Board action, together with the materials needed for informed decisions
- Reports periodically on all District operations
- Conducts special study sessions with the Board, as needed
- Secures legal opinions when needed
- Provides advice and leadership to the Board and serves as the District's chief negotiator during the collective bargaining process
- As secretary to the Board, prepares the agenda and minutes of Board meetings, handles Board correspondence, and maintains all Board records, contracts, and other documents

Responsibilities Related to Personnel

- Coordinates the work of all schools and departments
- Defines the duties of all personnel and coordinates administrative staff activities
- Selects and recommends to the Board candidates for employment, in accordance with nondiscrimination policy and affirmative action plans
- Advises the Board regarding the leave, classification, retirement, resignation, promotion, suspension, or dismissal of District employees
- Assigns personnel within the District in accordance with Board policy and the collective bargaining agreement
- Promotes a positive work environment
- Ensures that each staff member is evaluated and identifies appropriate opportunities for continued professional development
- Maintains appropriate channels of two-way communication within the District
- Ensures that staff is informed about relevant federal, state, and county laws; District policies, regulations and procedures; and matters related to the improvement and welfare of the schools
- Anticipates, manages, and resolves conflict
- Serves as liaison between the Board and staff

Responsibilities Related to Students and the Instructional Program

- Enforces compulsory attendance laws
- Provides the Board with evaluations of District programs, student progress, and LCAP implementation

- Together with staff, studies the curriculum and makes recommendations to the Board regarding the courses of study, major changes in texts and time schedules, and promising programs
- Apprises the Board of contemporary educational practices and related legislative issues which he/she discovers by reading, attending professional conferences, and visiting other school systems
- Ensures there is a continuous focus on student learning and equitable outcomes for all students
- Ensures equitable administration of student discipline policies.
- Works with staff, the Board, and the community in planning and implementing support services for students

Responsibilities Related to Business Operations

- Seeks and identifies sources of income and funding
- Maintains and updates adequate enrollment and scholastic records, business and property records, and personnel records
- Submits to the Board periodic financial and budgetary reports that identify the District's outstanding obligations
- Annually prepares and submits to the Board the District budget for the upcoming year; revises this budget, or takes other related action as the Board designates
- Approves all expenditures in accordance with Board policy and within Board-approved appropriation limits
- Makes recommendations to the Board regarding the maintenance, safety, improvement, and/or expansion of school facilities, sites, equipment, and transportation services
- Develops regulations and procedures for the management of school operations and the use and care of school properties
- Monitors District property, casualty, and workers' compensation loss experience to ensure that appropriate risk management and loss control strategies are employed

Responsibilities Related to the Community

- Serves as a spokesperson for the District as assigned in relationships with city, county, and state governments, private agencies, and the school community
- Keeps the community informed about school matters; promotes community support and engagement with the schools
- Participates in appropriate community organizations and functions
- Hears complaints against the schools and resolves controversies

Work Year

12-month work year

Salary Range

Competitive and negotiable