



Information for Applicants for the Position of

## **SUPERINTENDENT/PRINCIPAL Westwood Unified School District**

### **THE POSITION**

The Board of Education of Westwood Unified School District invites highly qualified educational leaders to apply for the position of District Superintendent/Principal. The Board seeks a leader who puts students first, is community minded, and is a strong leader with excellent communications and interpersonal skills. The Superintendent/Principal must have experience in school administration, including instruction, finance, and personnel. The successful candidate will also be someone committed to becoming part of a rural community and being highly visible and involved in the Westwood community and schools.

### **PROFESSIONAL PROFILE**

Westwood Unified School District seeks a Superintendent/Principal who:

- Is focused on the success and needs of all students
- Is an advocate for students and their families
- Places a high value on safe environments for students and staff
- Works well with all employees as well as the organizations that represent them
- Honors the chain of command and values all employees of the organization
- Is a creative thinker and problem solver who is well-versed in conflict resolution
- Will work with all staff to build a shared vision
- Has excellent communication skills, both written and oral
- Has an understanding of what it takes to be successful working in a small community
- Has experience as a successful Principal
- Possess strong day-to-day principal qualities or skills

### **PERSONAL PROFILE**

Westwood Unified School District seeks a Superintendent/Principal who:

- Is honest, trustworthy and has integrity
- Is engaging, approachable, and accessible
- Is visible in the schools and throughout the community
- Is personable, collaborative and builds teams
- Stays calm under pressure
- Is humble and compassionate
- Is an active listener who listens for understanding
- Has a sense of humor
- Welcomes diversity of interests and of ideas
- Has the fortitude for the job and passion for the work
- Is collaborative, brings people together and seeks common ground, receptive to new ideas
- Is a mentor, a coach; leads by example
- Sets clear goals and expectations, is strategic and analytical in decision making
- Presents themselves professionally both within the District and throughout the community
- Will be the 'face' and representative for the District

## DESIRED EDUCATION/EXPERIENCE

- An educator with K-12 experience in California
- A record of partnering with community groups
- A record of focusing on students and improving achievement in an economically diverse community
- Experience with CTE with an eye to the future for new CTE offerings
- An understanding the budget and budget development process

## SELECTION PROCESS

The Board of Education has retained Consultants Tom Changnon and Rich Fischer 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 letters of recommendation
- Five professional references
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially*

## THE DISTRICT

Westwood Unified School District is a combined school TK-12 rural school district currently serving 189 students in Westwood, California in Lassen County. 69.4% of Westwood students are classified as socio-economically disadvantaged based upon free and reduced meal data, 1.6% are classified English learners based upon the home language survey information, 1.6% of Westwood students are foster youth, 4.4% are homeless, and 8.7% receive special education services. The district teaching team is comprised of eleven classroom teachers and one special education teacher. Five paraprofessionals provide support to students under the guidance of the general education and special education teachers. Our amazing classified team of five keep the school office, nutrition program and facilities operating smoothly. The Superintendent/Principal oversees the entire program to ensure fiscal, educational and operational systems are aligned with public school regulations and requirements and that the mission and vision of the district are upheld.

The Westwood School cafeteria currently serves daily breakfast and lunch (grab n go format) meals. Additional academic tutoring, mentoring, and counseling services are available through the Lassen County Foster Youth Coordinator. Each homeless student receives personalized support to enable them to fully participate in the eligible programs. The district works collaboratively with our local preschool programs to transition students into our TK/K program. We hold a coordinated Kindergarten round-up working with local support agencies and the school nurse to provide parents with information about kindergarten opportunities and expectations, community resources and required immunizations.

The ongoing success of Westwood students extends beyond our K-12 program. Westwood Schools work collaboratively with Lassen Community College to transition our 12 grade students to college. LCC staff visit our campus to guide our students and parents through the enrollment process.

Westwood Unified School District has three sports seasons through the CIF Northern Athletic League. In the fall student athletes compete in football and girls' volleyball. Winter brings basketball competitions for both the boys' and girls' teams. Spring athletes engage in baseball and softball (when numbers allow) and golf. Coaches are teachers, parents, and community members. Quarterly academic awards assemblies honor students who are on the Superintendent/Principal's Honor Roll, Principal's Honor Roll, academic growth, and perfect attendance. Westwood students engage in learning outside the classroom with annual field studies. Our students actively participate in the various student events hosted by the Lassen County Office of Education.

Westwood Unified School District is fortunate to have a very strong Parent Teacher Student Organization (PTSA). PTSA plans fundraisers, community events, supports students and classrooms with supplies, and contributes to the school in a myriad of other ways. The district works with all stakeholders to develop and implement our family engagement programs and share this with parents and families through our annual notifications, social media, digital marquee, website postings, calls home, and weekly student announcements. Westwood Unified School District provides adult education learning activities for those interested within the community through evening courses. The Westwood campus serves as a community hub for hosting a variety of community events. Westwood Unified School District faculty, staff, administration, Board of Trustees, families, and the community are committed to engaging students of Westwood Schools with high quality learning to prepare them for college and career success.

## THE BOARD OF EDUCATION

Brittany Baehler, President  
Jodie Gunn, Clerk  
Pamela Pattengill, Member  
Melissa Wynn, Member  
Ashley Thornton-Ragan, Member

*Westwood Unified School District is an equal opportunity employer.*

## APPLICATION PROCESS

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

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 March 4, 2022.**

**Consultants:**  
**Tom Changnon**  
**Rich Fischer**

**Leadership Associates**  
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