



## Information for Applicants for the Position of **SUPERINTENDENT** **SAN MATEO UNION HIGH SCHOOL DISTRICT**

### **THE POSITION**

The Board of Education of the San Mateo Union High 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 San Mateo Union High School District seeks a superintendent who:

- Is a student centered, knowledgeable and experienced leader
- Is an open, effective, and transparent communicator
- Is an inclusive and collaborative decision maker who seeks out and listens to all voices
- Is a decisive leader; takes action after considering stakeholder input
- Is a relationship and trust builder who will bring people together
- Is committed to closing the persistent achievement gap
- Has knowledge and experience with school finance, Basic Aid funding and construction
- Has experience and interest in building on the equity and anti-racism work of the district
- Is courageous and unafraid to have difficult conversations
- Understands the breadth and depth of the district
- Is an innovative and creative thinker; a forward thinker who is open to new ideas
- Is a capacity builder who will capitalize on the talent in the district
- Has experience working with a highly diverse population
- Will value each school's and community's differences
- Is supportive and appreciative of staff

### **PERSONAL PROFILE**

The San Mateo Union High School District seeks a superintendent who:

- Is personable, approachable, accessible, and visible in the schools and the community
- Has a steady hand; is able to handle adversity calmly and professionally
- Is trustworthy, empathetic, honest, and fair; has integrity and strength of character
- Has good interpersonal skills; is a people person
- Has structural and organizational thinking skills
- Has creative solutions to complex problems

### **DESIRED EDUCATION/EXPERIENCE (PREFERRED)**

- Masters degree or higher with a record of continuous learning (Doctorate preferable)
- An educator with K-12 experience in California
- A strong fiscal background and understanding of the budget
- A record of focusing on students and improving achievement in a diverse community
- Experience as a teacher, principal and at least five years' experience as a central office administrator
- Bilingual candidates are invited to apply

### **SELECTION PROCESS**

The Board of Education has retained Consultants Peggy Lynch, Blanca Cavazos, and Jacki Horejs 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

### Our Community

The San Mateo Union High School District (SMUHSD) serves the communities of San Mateo, Burlingame, Foster City, Hillsborough, Millbrae, and San Bruno in the heart of the Bay Area's Peninsula. The SMUHSD, since its inception in 1902, has helped 132,000 teens walk the momentous stage of graduation, leaving these young people prepared for college and career. Through six comprehensive high schools, a special Middle College program in conjunction with the College of San Mateo, an alternative high school where students voluntarily recover credits, and a robust Adult School Program, the SMUHSD serves approximately 9,000 students and the SMUHSD grows in enrollment every year.

In addition, SMUHSD is the authorizing District for Design Tech High School. All our programs and schools are characterized by excellence and a commitment to providing the finest education possible for the students they serve.

### Our Students

Our students come from all walks of life, backgrounds, and abilities, and the SMUHSD ensures all receive the best possible education. We do this by treating the whole student – from emotional wellness to academic achievement – and ensuring that each student has the options, classes, guidance, and overall support needed to have a fulfilling four-year high school experience. We achieve the highest standard of education and care for our students through employing high caliber teachers who are passionate about education, administrative team members who are true leaders, and a highly professional “behind the scenes” support team staff that ensures the smooth operation of all of our schools.

Our accomplished record of ensuring an excellent education for our community's teens is in no small part due to our extended District family of dedicated parents who care deeply for all of our students, city agencies and nonprofits who are invested in making sure our community's teens receive a top-notch education, and business partners who are committed to ensuring our students have the resources they need to afford college.

### Mission Statement

The mission of the San Mateo Union High School District is to challenge and motivate each student to achieve full potential as a responsible member of our diverse community, in a safe learning environment that promotes intellectual growth, health, creativity, and respect for self and others.

### Our Beliefs

**Vision:** All students will learn in a safe, inclusive, and equitable environment that validates, respects, and honors their unique backgrounds, interests, and identities.

**Mission:** We will continually identify, disrupt, and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

### Community

San Mateo County was formed in April 1856 out of the southern portion of what was then San Francisco County with a population of fewer than 5,000 people and little in the way of commerce. Today, more than 758,000 people call San Mateo County home, and it stretches the boundary of Silicon Valley northward. Within its 455 square miles bordered by the Pacific Ocean and quaint coastal towns to the west, the bay to the east, and the vibrant and cosmopolitan city of San Francisco to the north the County offers something for everyone.

Learn more about SMUHSD: <https://www.smuhsd.org/>

## THE BOARD OF EDUCATION

Peter Hanley, President  
Linda Lees Dwyer, Vice President  
Greg Land, Clerk  
Ligia Andrade Zúñiga, Trustee  
Robert Griffin, Trustee

*The San Mateo Union High School District is an equal opportunity employer.*

## APPLICATION PROCESS AND DEADLINE

To request application materials for the San Mateo Union High 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 March 28, 2022.**

### **Consultants:**

**Peggy Lynch, Ed.D.**  
**Blanca G. Cavazos, Ed.D.**  
**Jacki Horejs, Ed.D.**

### **Leadership Associates**

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