



Information for Applicants for the Position of **SUPERINTENDENT/PRINCIPAL** **McKITTRICK ELEMENTARY SCHOOL DISTRICT**

THE POSITION

The Board of Education of the McKittrick Elementary School District invites highly qualified educational leaders to apply for the position of Superintendent/Principal. The Board welcomes a diverse group of candidates.

PROFESSIONAL PROFILE

The McKittrick Elementary School District seeks a superintendent/principal who:

- Has a record of focusing on students and improving achievement
- Has a record of creating and maintaining a safe and welcoming school environment
- Is knowledgeable of effective strategies for student discipline
- Is knowledgeable of facilities maintenance and improvement
- Is skilled in gathering, analyzing and presenting data
- Is skilled at setting clear expectations for students and staff and providing routine feedback

PERSONAL PROFILE

The McKittrick Elementary School District seeks a superintendent/principal who:

- Is a leader
- Is a role model who leads by example
- Is an effective communicator with a clear and consistent message for all
- Is a good listener
- Is kind, caring and personable
- Is ethical, honest and transparent in both words and actions
- Is a team-builder who is adept at fostering and maintaining positive relationships
- Is well-rounded
- Is accountable to self and others
- Is fair, transparent and consistent in their actions and directives
- Is visible, accessible and present at the school site, in classrooms and at parent meetings
- Appreciates the importance of extra- and co-curricular activities, electives and recreation in support of academic education
- Is willing to fully embrace the District and community and continue its rich traditions
- Has a long term plan for leading the district
- Is a lifelong learner who seeks additional training opportunities and resources

DESIRED EDUCATION/EXPERIENCE (PREFERRED)

- Masters degree or higher with a record of continuous learning
- An educator with K-8 experience in California
- Has experience in small school settings
- A strong fiscal background and understanding of the budget
- Experience as a teacher and principal

SELECTION PROCESS

The Board of Education has retained Consultant Blanca G. Cavazos, Ed.D. of Leadership Associates to recruit qualified candidates. The consultant 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 school. 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

McKittrick Elementary is a public school located in McKittrick, CA, which is in a rural setting located in western Kern County. The student population of McKittrick Elementary is approximately 80 students and the school serves K-8. At McKittrick Elementary, 75% of students scored at or above the proficient level for math, and 75% scored at or above that level for reading.

The school's minority student enrollment is 28%. The student-teacher ratio is 13:1, which is the same as that of the district.

There are 6 full-time equivalent teachers.

The Mission Statement of the District is:

"It is our mission at McKittrick Elementary School to challenge each student to reach his or her full intellectual, creative and physical potential, by giving them the basic skills that they need for success in high school, college and beyond. We want our students to leave our school with the ability and desire to learn about any subject in which they may be interested. At McKittrick Elementary School we will provide every student with a safe, orderly, caring, and well-disciplined learning environment, by offering a fully integrated curriculum, and incorporating both academic and a rich hands-on learning process, that provides our students with both intellectual and practical knowledge.

McKittrick Elementary School is devoted to instilling in each student a desire to learn, to take appropriate risks, and to accept challenges. To maintain this level of excellence we encourage the parents of our students to partner with the school and to help us in the day to day education of our students. We will seek to maximize our student's success, by encouraging parents to cooperate with the staff in the areas of homework, student behavior and readiness for the day's work at school. We will enable parent involvement in the extra-curricular activities that are an important part of the student's learning process. In order for our students to reach their maximum potential, we need them to make positive educational progress daily. To maintain our forward educational momentum, contributions must be made in addition to the traditional school day.

It is our highest goal that every student will develop the skills necessary to be able to adapt and adjust so they become productive, contributing members of an ever-changing society."

THE BOARD OF EDUCATION

Carl Twisselman III, Clerk
David Cooper, Member
Carl Twisselman II, Member

The McKittrick Elementary School District is an equal opportunity employer.

APPLICATION PROCESS AND DEADLINE

To request application materials for the McKittrick Elementary School District Superintendent/Principal 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 July 11, 2022

Consultant:
Dr. Blanca G. Cavazos

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