



## Information for Applicants for the Position of

### **SUPERINTENDENT** **Millbrae Elementary School District**

#### **THE POSITION**

The Board of Education of Millbrae Elementary School District invites highly qualified educational leaders to apply for the position of District Superintendent.

#### **PROFESSIONAL PROFILE**

Millbrae Elementary School District seeks a superintendent who:

- Is a proactive, transparent communicator
- Has experience working in a small district
- Is a student-focused decision maker
- Will collaborate with the Board, staff, and educational partners and build a collaborative district culture
- Is a trust-builder
- Will be connected to and invested in the community; visible at all schools and events
- Is a capacity builder; a team builder
- Is a knowledgeable instructional leader
- Is committed to continuing and fostering the equity work in the district
- Will consistently follow through
- Is a strategic problem solver
- Holds him/herself and others accountable
- Is unafraid to make tough decisions
- Can operationalize effective policies and procedures throughout the district

#### **PERSONAL PROFILE**

Millbrae Elementary School District seeks a superintendent who:

- Is trustworthy and a trust builder
- Is personable, approachable, and willing to listen
- Has a growth mindset
- Is empathetic; caring and nurturing
- Is honest; has integrity
- Is respectful to all
- Is a motivator; inspirational

#### **DESIRED EDUCATION/EXPERIENCE**

- An educator with K-8 experience in California
- A strong fiscal background and understanding of the budget <sup>[[ ]]</sup><sub>SEP</sub>
- A record of focusing on students and improving achievement in a diverse community <sup>[[ ]]</sup><sub>ISEP</sub>
- A strong record of partnering with community groups
- Bilingual (desirable)

#### **SELECTION PROCESS**

The Board of Education has retained Consultants Jacki Horejs, Ed.D. and Donald Evans, Ed.D. 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. The approximate range is \$230,000 - \$275,000. A multi-year contract will be considered.

## **APPLICATION REQUIREMENTS**

To be considered, the candidate must provide:

- A letter of introduction
- A fully completed application form
- A resume
- Three current letters of recommendation (within the past 12 months)
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially*

## **THE DISTRICT**

The Millbrae Elementary School District is a TK-8 district situated in northern San Mateo County. The District operates five schools: Green Hills Elementary, Lomita Park Elementary, Meadows Elementary, Spring Valley Elementary and Taylor Middle School within the city of Millbrae.

The District enjoys a positive working relationship with the City of Millbrae. This collaborative relationship extends to programs in conjunction with the Sheriff's and Fire Departments, the Millbrae Library, and the Department of Park and Recreation. Additionally, the schools receive active support from local service organizations: Millbrae Rotary and Lions, Peninsula Chinese Business Association, the Millbrae Community Foundation, Parent Teacher Associations at each school, and the Millbrae Education Foundation.

A changing population and increased home sales have impacted student enrollment. The Global Pandemic of 2020 was also a contributing factor to declining enrollment, as families moved out of the Millbrae community. Many Millbrae families moved out of the Bay Area, even out of the country. District enrollment for the year 2020 was 2,349, a slight drop from 2,383 in 2019. The most current 2022 enrollment is 2180, a drop of 169 students.

The Millbrae Elementary School District will continue the District Vision and Mission of nurturing emotional intelligence, promoting a passion for learning, fostering an innovative learning environment, and connecting to self and learning to the world by inspiring our community with opportunities to learn and thrive, committing to a shared purpose that guarantees each student a strong academic foundation, and ensuring equity through access and opportunity for all.

## **THE COMMUNITY**

The City of Millbrae is a small suburban community with a population of 21,986 covering 3.3 square miles. Located in the heart of San Mateo County, Millbrae is uniquely situated within the sheltering hills between the Pacific Ocean and beautiful San Francisco Bay. Millbrae enjoys fog-free, sunny weather with mild winter and summer temperatures. Many beautiful hillside homes enjoy stunning San Francisco Bay views. Millbrae's well-maintained neighborhoods boast a mix of Mid-Century modern and California Spanish-style architecture dating back as far as the 1930's set in charming, hillside neighborhoods.

Boasting a state-of-the-art "Green" library and known for a strong sense of community with a large volunteer base, Millbrae's friendly small-town atmosphere with city convenience adds to the charm of this highly desirable and safe Peninsula community. Millbrae's economic scene is a mix of 'Mom & Pop' retail interspersed with larger chain retail, restaurants, service businesses and hotels.

## THE BOARD OF EDUCATION

Lynne Ferrario, Acting President  
Maggie Musa, Acting Vice President  
Karen Chin, Acting Clerk  
Frank Barbaro, Member  
Claire Baltrami, Member

*Millbrae Elementary School District is an equal opportunity employer.*

## APPLICATION PROCESS

To request application materials for the Millbrae Elementary School District Superintendent position visit [www.leadershipassociates.org/active-searches](http://www.leadershipassociates.org/active-searches) and select Millbrae Elementary 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 October 27, 2023.**

### Consultants:

**Jacki Horejs, Ed.D. and Donald Evans, Ed.D.**

### Leadership Associates

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