



Information for Applicants for the Position of

SUPERINTENDENT BRISBANE SCHOOL DISTRICT

THE POSITION

The Board of Education of the Brisbane 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 Brisbane School District seeks a superintendent who:

- Is a strong, transparent communicator
- Values collaborative decision-making
- Is student centered in decision-making and actions
- Has experience in and is knowledgeable about SPED
- Is an innovative and creative instructional leader knowledgeable in best practices
- Has experience improving student performance
- Is committed to diversity and equity and inclusivity
- Has experience in bonds and facilities
- Can build partnerships in the larger community to bring in resources
- Has financial acumen and is fiscally responsible
- Will be accessible; have an open door policy
- Will be visible in school and community events
- Has experience building positive relations with all bargaining units
- Will prioritize the social emotional health and safety of students

PERSONAL PROFILE

The Brisbane School District seeks a superintendent who:

- Is a relationship builder
- Is personable, approachable, friendly
- Cares about students and staff
- Is trustworthy, honest, and forthcoming
- Will bring cohesiveness to the various communities and schools in the district
- Is flexible, adaptable, and collaborative
- Is a proactive and creative problem solver
- Is committed to building the life skills of students

DESIRED EDUCATION/EXPERIENCE (PREFERRED)

- Master's degree or higher with a record of continuous learning
- 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 and site/district administrator
- Bilingual candidates are invited to apply

SELECTION PROCESS

The Board of Education has retained Consultant Dr. Jacki Horejs 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 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. This approximate salary range is \$190,000 - \$240,000.

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 twelve months)
- Verification of degrees and credentials (finalists only)

All materials will be acknowledged and treated confidentially

THE DISTRICT AND COMMUNITY

The Brisbane School District is located in the northern section of San Mateo County and includes Brisbane and parts of Daly City and South San Francisco. The District is comprised of three schools: Brisbane Elementary School (est. 1936), Lipman Middle School (est. 1956), and the Panorama Elementary School (est. 1963.) Each has a full-time principal on site and has been recently modernized.

In 2022-23, we served 489 total students in two TK-5 schools and one 6--8 campus. Our student body is diverse: 28.6% of our students have a first language that is not English (18 world languages; 10.4% total English Learners, i.e., not English-proficient), and 6% were not born in the USA (15 other countries). Nearly one-quarter of our student body is considered high need (what used to be termed the "unduplicated pupils"). The high-need student group includes the 10.4% English learners and 19.2% socio-economically disadvantaged youth. Serving this student body is 4 administrators, 5 pupil services professionals, 35 certificated teachers, 19 instructional aides/paraprofessionals, 11 classified support professionals (school secretaries, library clerks, district staff), and 5 custodian/groundskeepers.

The Brisbane School District graduates students who are thoughtful, prepared, and engaged citizens. Our program emphasizes conceptual understanding, teaching the Common Core State Standards through year-long themes. With an emphasis on higher-order thinking skills, we focus on understanding, evaluating, and creating. We thread Lifeskills throughout our curriculum with the goal of providing our children the tools for citizenship and life. We further believe that children learn best by constructing meaning from their experiences, so strive to give them ample opportunities to explore both in and outside of their classrooms.

The Brisbane School District enjoys an active PTO (BEST-PTO) and a volunteer base of over 189 dedicated individuals. Our reciprocal partnerships with the City of Daly City, the City of Brisbane, the Brisbane Chamber of Commerce, and the Brisbane Lions Club allow us to provide programs and facilities to our students and families beyond the classroom.

THE BOARD OF EDUCATION

Karen Lentz, President
Lillian Markind, Vice President
Sarah Duffy, Clerk
Raul Alcaraz, Member
Sharon L. Boggs, Member

The Brisbane School District is an equal opportunity employer.

APPLICATION PROCESS AND DEADLINE

To request application materials for the Brisbane School District 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 Friday, January 19, 2024.

Consultant:

Jacki Horejs, Ed.D.

Leadership Associates

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www.leadershipassociates.org

For general information, contact:

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