



Information for Applicants for the Position of

**ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES  
SIATECH CHARTER HIGH SCHOOLS**

**THE POSITION**

SIATech has engaged the services of Leadership Associates to identify qualified candidates for the position of Assistant Superintendent of Administrative Services. This is a significant leadership position created by retirement and administrative reorganization and offers the successful candidate a unique opportunity to assume a major role in establishing the administrative systems and programs which will help improve the quality of education for some of California's most at-risk students. The Assistant Superintendent will be able to work remotely, in the Southern California area, and commute to SIATech's central offices in Oceanside as needed for staff and Board meetings.

**SIATECH COMMUNITY**

SIATech is a network of public charter re-engagement high schools providing personalized, technology-rich learning options to at-risk students to prepare them for college, career and beyond. Its schools serve students from low-income, marginalized communities; students of color; and vulnerable youth from all across California. Most of these students face challenging life circumstances. As a consequence, they have all exited the traditional high school system before graduating. For these students, earning a high school diploma is critical to their futures. SIATech's Board and staff are fully dedicated to helping these students graduate from high school and provide additional training to help them graduate, secure good jobs and become productive, contributing citizens.

SIATech is fully-accredited by the Western Association of Schools and Colleges (WASC) and AdvancedED. The organization has maintained full-accreditation during all of its years of service. It also earned California's Distinguished Schools Award for its quality program since first opening its doors in 1998, SIATech has helped more than 17,000 young people earn their high school diploma by providing a caring, supportive environment for learning. Its central offices are located in Oceanside, Ca. and its schools are located throughout the state of California.

**PROFESSIONAL AND PERSONAL PROFILE**

The successful candidate will have a track record of success in designing and managing the administrative support and governance systems and practices which will help SIATech achieve the mission and the goals in its strategic plan. It is essential for the candidate to possess the core beliefs and share the commitments as stated in [SIATech's Strategic Plan](#).

The successful candidate will also demonstrate the ability to:

- Plan, organize, and oversee the daily operations of administrative services by ensuring organizational compliance with all relevant and applicable governance, including state and federal law, California education code and non-profit laws and regulations, charter school laws and the bylaws of the charter school's board of directors and charter authorizer requirements
- Collaborate with others to ensure the development and implementation of and compliance with all board-approved policies and procedures
- Oversee data services including all state reporting; provide leadership and support to Information Technology department.
- Communicate effectively (writing, listening, speaking) with staff, the Board, and external audiences.
- Demonstrate consistently a high degree of personal integrity and empathy.

A complete job description will be sent to interested candidates once a request for application has been received by Leadership Associates.

SIATech anticipates that interested candidates will be committed to helping achieve its Mission and share its Beliefs and Commitments. As reflected in SIATech's recently developed Strategic Plan, SIATech's Mission, Core Beliefs and Commitments are as follows:

Mission:

To educate at-promise students through high-quality, personalized high school diploma options that prepare them for success in college, career, and beyond.

Core Beliefs:

- We believe that serving at-promise youth requires us to honor the challenge of every student's journey.
- We believe it is our responsibility to educate our youth effectively, so that they may be prepared to meet and overcome future challenges and build a better world.
- We believe in working with each student to learn, plan, dream, and to create a strong future.
- We believe in the agency of every young person, no matter what challenges they may have faced.
- We believe in the ability of our collective efforts to positively influence our students' life trajectories.

Commitments:

- Caring, Supportive Relationships
- Individualized Learning
- Rigorous and Relevant Curriculum
- College and Career Readiness
- Excellent Staff
- Equity

**DESIRED EDUCATION/EXPERIENCE (PREFERRED)**

- Master's degree or higher with a record of continuous learning
- Administrative Services credential
- An educator with K-12 experience in California
- 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
- Leadership experience in a California charter school is preferred
- Bilingual candidates are invited to apply

**SELECTION PROCESS**

The Superintendent has retained Consultants Dennis Smith and Jim Brown of Leadership Associates to recruit qualified candidates. The consultants will screen applications and recommend candidates to the Superintendent for interviews and further consideration. The Superintendent's Cabinet will have the opportunity to review all applications submitted. Any contact with SIATech staff or 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 SIATech community. The Superintendent's Cabinet 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 expected salary range for this position is \$142,473 - \$182,377 based upon a 215 day work-year with excellent health and wellness benefits and eligible for STRS or PERS retirement.

**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*

**APPLICATION PROCESS AND DEADLINE**

This is an "Open Until Filled" position with the final date for submitted applications established as February 16, 2024. Leadership and SIATech reserve the right to identify qualified candidates for an interview once the necessary papers have been received and reference checking is completed.

Leadership Associates will recruit and identify qualified candidates and provide their recommendations to the Superintendent and Assistant Superintendent of Human Resources. Interviews will be conducted in

person at SIATech's Oceanside offices. The Superintendent will select the finalist and offer a contract. Salary and fringe benefits will be competitive and negotiable.

To request application materials for the SIATech Assistant Superintendent of Administrative Services 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 February 16, 2024.**

**Consultants:**

**Dr. Dennis Smith**

**Mr. James Brown**

**Leadership Associates**

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[www.leadershipassociates.org](http://www.leadershipassociates.org)

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