



Information for Applicants for the Position of **SUPERINTENDENT**

THE POSITION

The Pasadena Unified School District Board of Education seeks an exceptional executive leader aligned with our core values to become the next District Superintendent. This pivotal role requires a candidate with a verifiable history of leading significant change and enhancing student performance. The ideal candidate must excel in articulating and implementing collaborative strategies for broad improvements, encompassing student achievement, Special Education, and operational systems, including facilities management and district-wide relations. The Pasadena Unified School District Board is looking for a leader adept in navigating the dynamics of a diverse Board of Education, with a fervent commitment to elevating student opportunities. The candidate should possess the boldness and expertise necessary to foster a united Board team. The current Board prioritizes student needs and aims to build upon existing collaborative efforts with staff, parents, students, and the community. The Board anticipates a candidate ready to make a lasting impact, skillfully balancing visionary leadership with a drive for innovation, creativity, and systemic efficiency. The district is committed to finding a Superintendent who will lead with dedication, spearheading progress and cultivating a thriving educational environment for the district.

PROFESSIONAL PROFILE

Pasadena Unified School District seeks a superintendent who:

- Required: Has a proven track record of success in raising student achievement for all demographics
- Required: Has a track record for data-driven decision-making, leading districts in utilizing data to inform educational strategies, identifying areas for improvement, and enhancing student outcomes, establishing systems for continuous data collection, analysis, and reporting to drive evidence-based decision-making at all levels, utilizing technology tools to promote equity in educational access and opportunities
- Required: Has a track record for championing equity and inclusion initiatives, ensuring that all students have access to high-quality education and resources, developing and implementing strategies to address disparities in student achievement, with a focus on narrowing achievement gaps
- Required: Has demonstrated the ability to work closely with and to build leadership cohesion between the Board of Education, district administrators, teachers, and staff to foster a collaborative and supportive work environment.
- Required: Has experience in leading districts in designing and implementing professional development programs that foster cultural relevance, competency and awareness, that support educators in addressing implicit biases and employing inclusive teaching practices, resulting in improved student outcomes for all student groups
- Required: Has the skills and motivation to work with employee association leaders and earn the trust and respect of teachers, classified staff, site and central administrators
- Required: Has demonstrated strategic financial leadership, overseeing the development and management of a district's budget, ensuring fiscal responsibility, transparency, and alignment with educational priorities,

implementing cost-effective measures and strategies to optimize resource allocation while maintaining high-quality education

- Required: Has a track record for leading districts in efficiency in operations, driving operational efficiency to maximize the impact of resources on student learning, and implementing best practices and technology solutions to streamline administrative processes
- Required: Has experience ensuring fiscal responsibility in appropriately staffing the district, optimizing human resources to meet district goals and improve student outcomes, implementing strategies to enhance employee satisfaction and retention, and implementing cost-effective measures while maintaining high-quality HR services
- Required: Has experience in systemically integrating collaborative decision-making, values staff, parent, student, and community partner input and participation in the regular routine of the district operations and will actively gather and listen to diverse perspectives by regularly engaging with staff and families at school sites
- Understands the importance of technology in learning and in creating effective systems
- Has knowledge and experience in improving systems to provide effective Special Education programs, and services and is committed to working collaboratively with our Special Education community
- Will develop close partnerships with the city, business community, and the many non-profit agencies to secure and maximize the resources needed to support district programs and services
- Will provide the Board with recommendations for marketing and attracting more families to our public schools
- Has a robust background in teaching and site and district-level leadership
- Will develop and implement best practices in hiring and retaining a highly qualified staff
- Recognizes and addresses problems effectively
- Is committed to transparency and accountability

PERSONAL PROFILE

Pasadena Unified School District seeks a superintendent who:

- Required: Is honest, open, trustworthy, compassionate and has the highest level of integrity
- Required: Will work with the Board of Trustees to foster and sustain trust throughout the Pasadena community and school district
- Has excellent communication and listening skills and will communicate frequently and with clarity
- Is a visible and accessible leader on school sites, throughout the district and the community
- Is an inspirational leader who can build a sense of collective purpose among all stakeholders
- Is personable and approachable
- Is a courageous and action-oriented problem solver
- Is a visionary leader
- Possesses high level of genuine interpersonal skills
- Is committed to diversity, equity and inclusion
- Is a committed advocate for the lives and education of our students especially those who are most vulnerable

DESIRED EDUCATION/EXPERIENCE

- Required: Successful K-12 experience as a teacher, site administrator and district office leader or comparable top executive leader. (Board reserves the right to consider alternatives)
- Required: A successful track record of strengthening instructional best practices to improve academic achievement of all students
- An educational leader who has experience and knowledge of effective Special Education services and best practices
- An experienced leader with knowledge and expertise in fiscal matters and an in-depth understanding of the district budget and state finance
- A track record of success in creating effective processes resulting in highly functional operational systems
- A successful record of partnering with employee associations and community groups
- A leader who is bilingual or has demonstrated a strong affinity for serving multilingual communities
- An EdD or PhD is preferred

SELECTION PROCESS

The Board of Education has retained Consultants Sandy Sanchez Thorstenson, Rich Thome Chavez and Kent Bechler, Ph.D. of Leadership Associates to recruit and vet qualified candidates. The consultants will screen applications and recommend candidates to the Board for interviews based on references and best matches to the input received from staff, parents, students and community partners. 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 \$330,000 to \$350,000.

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

All materials will be acknowledged and treated confidentially

THE DISTRICT

Pasadena Unified School District was founded in 1874 and is a unified school district for the communities of Pasadena, Sierra Madre and Altadena. The district serves approximately 14,000 K-12+ students encompassing 2 high schools (grades: 9-12), 2 6th – 12th grade schools, 3 middle schools (grades 6-8), 14 elementary schools and 2 Alternative Education Schools/Programs. PUSD also operates an Adult Living Skills Center, Early Childhood Education Centers, Transitional Kindergarten and Twilight Adult Education

programs.

In addition, the district provides students with a variety of options for completing a rigorous and relevant academic education. This includes: 10 College & Career Pathways, 8 Dual Language Immersion Programs (Spanish, Mandarin, French, Armenian), 2 International Baccalaureate (IB) Schools (at Blair and Willard) that offer IB primary, middle, diploma, and career International Baccalaureate programming, 4 Magnet Schools including STEM/STEAM and DLIP/STEM Focus; Visual & Performing Arts; and Dual Enrollment & Early College High School (Partner with Pasadena City College).

Of the 14,000+ students enrolled in 2022-2023, the largest racial/ethnic student group was Hispanic/Latino students at 58.7%, followed by White at 17.4%, African American at 10.2%, and a combined Asian, Filipino and Pacific Islander population of approximately 8%, and those of two or more (including unidentified) races at 5%. Approximately 2,092 of the students enrolled were designated English learners in K-12 grades, 213 were foster youth, and 619 Homeless students. Approximately 48% of the students in the cities served by Pasadena Unified attend the school district as there are a large number of private schools throughout the district boundaries.

Pasadena Unified embraces and prioritizes diversity, equity, and fosters a welcoming and inclusive environment. Another strength identified by educational partners was the expansion of learning opportunities and coordination of services through the Community Schools Initiative. Parents, including those of English Learners, responded favorably to the variety of communication channels used by PUSD to provide information. PUSD seeks to ensure that families have access to a wealth of information and resources. By providing educational materials, problem-solving guides, and information about community services, Pasadena empowers families to actively participate in their child's education and well-being. This availability of information and resources promotes a sense of partnership between school staff and families. Local assessment data in reading saw increases of students at or above grade level among all students, socioeconomically disadvantaged students, and English Learners. Data from the California School Dashboard showed an increase in English Learner Progress Rate from 2018-2019 to 2021-2022.

Student survey results reflected strengths in addressing bullying prevention and developing safe school climates. Elementary students responded favorably to questions around Sense of Belonging, with a 1 % increase from the previous school year.

THE COMMUNITY

Pasadena Unified School District serves the cities of Pasadena, Sierra Madre, Altadena and a portion of unincorporated Los Angeles. The communities have a rich landscape of world-renowned educational, scientific, cultural, business and nonprofit organizations. The area is famous for its colorful history and for the hosting of both the Tournament of Roses Parade and the annual Rose Bowl football game. It is home to the highly esteemed California Institute of Technology (Caltech) and Jet Propulsion Laboratory. Assets like these, and numerous other organizations including an extensive number of non-profit community partners are ready and willing to collaborate with the district, creating experiences for those students who seek internships and opportunities outside of the district. Additionally, the business community and highly regarded resources such as the Pasadena Playhouse, Huntington Library, Norton Simon Museum, Huntington Hospital, Kaiser Permanente School of Medicine, Altadena Library District, Eaton Canyon Hiking Center and Hamohanga Trail are all accessible to students.

THE BOARD OF EDUCATION

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Pasadena Unified School District is an equal opportunity employer.

APPLICATION PROCESS

To request application materials for the Pasadena Unified School District Superintendent position visit www.leadershipassociates.org/active-searches and select Pasadena Unified School District.

For other inquiries contact Penny Pyle, Executive Assistant, at ppyle@leadershipassociates.org.

Applications must be completed and returned via email by 5:00 P.M. on March 15, 2023.

Consultants:
Kent Bechler, Ph.D.
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Sandy Sanchez Thorstenson

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