



Information for Applicants for the Position of

**ASSISTANT SUPERINTENDENT OF INSTRUCTION  
Ridgecrest Elementary Academy for  
Language, Music, and Science (REALMS)**

**THE POSITION**

The Board of Directors of REALMS invites highly qualified educational leaders to apply for the position of Assistant Superintendent of Instruction.

**PROFESSIONAL PROFILE**

REALMS seeks an Assistant Superintendent of Instruction who:

- Is consistent and holds high expectations for herself/himself and others in the Academy
- Is an excellent collaborator and seeks teacher opinions on curriculum and programs
- Serves as advisor to the Chief Executive Officer in matters pertaining to data, academic achievement, curriculum, assessment, teaching and learning
- Is well organized and is comfortable following the Charter structure and guidelines and will be able to recommend development or modify instructional policies as needed
- Will assist in the implementation of the LCFF including the development of the LCAP
- Develops review systems and intervention systems for monitoring and implementing the LCAP
- Control Accountability Plan (LCAPs) and the state priority areas addressed in LCFF
- Is a visionary who will create unique and attractive programs for students
- Will develop and monitor the Academy work on the Mult-tiered Systems of Support (MTSS)
- Will be the “academic leader,” who will build a high-expectations culture among staff and students
- Is a strong believer in professional development and learning and will take the time to understand the strengths and challenges of the instructional staff and will work with each and every staff member to improve their performance
- Will stay with the Academy for the “long haul” in order to fully develop and evaluate programs
- Is current on the many instructional strategies and possibilities offered through current technologies
- Will develop a system to implement, support, and manage pacing guides, essential/priority standards, central data repositories, and early warning indicators
- Provide training and organized schedules for professional growth opportunities/development.
- Is a self-starter, a forward thinker, and will “think differently” for the good of the Academy

**PERSONAL PROFILE**

REALMS seeks an Assistant Superintendent of Instruction who:

- Is an excellent communicator
- Has the highest levels of integrity and honesty and is forthright and trustworthy
- Will be a strong and active “face” of the Instructional Offerings in the Academy

- Is passionate about student and staff success and is data-driven
- Has strong beliefs in discipline, structure, and compliance
- Is authentic, relatable, personable, and positive and builds relationships
- Is self-confident, is decisive and will ask for help when needed
- Is a strong believer in delegation where appropriate
- Is open-minded and receptive to new ideas
- Invests time in professional learning and research.

### **DESIRED EDUCATION/EXPERIENCE**

- An educator with preferably 5 years' experience teaching and serving in an administrative position K-12 in California with knowledge and experience of federal and State laws
- Has a strong instruction and curriculum background
- A record of focusing on students and improving achievement in a diverse community
- A strong record of partnering with community groups
- Has some experience with charter schools
- Is creative and is a problem-solver

### **SELECTION PROCESS**

The Board of Directors has retained Consultant Rich Thome Chávez 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 \$114,424 - \$150,832

### **APPLICATION REQUIREMENTS**

To be considered, the candidate must provide:

- A letter of application
- A fully completed application form
- A resume
- Three letters of recommendation

*All materials will be acknowledged and treated confidentially.*

### **THE DISTRICT**

Ridgecrest Elementary Academy for Language, Music, and Science (REALMS) serves the communities of Ridgecrest, China Lake, and Inyokern. During the 2022-23 school year, REALMS served approximately 187 students in transitional kindergarten through sixth grade. Students and families who choose REALMS do so because of small class sizes, our one-of-a-kind elementary music program, small school environment, safety, more individualized attention, and partnerships with teachers and administrators supporting each student's needs. REALMS white and Hispanic/Latino comprised the largest ethnic groups, more than 55% of our students qualify for free or reduced breakfast and lunch, and English language learners and special education students make up approximately 15% of our student population. Our classes averaged approximately 22 students. REALMS will offer English language learner support services; academic support, intervention, and intervention through RI; special education services; counseling including the Anchored for Life program; STEM utilizing the Project Lead the Way curriculum; and music for all students.

## THE COMMUNITY

The friendly community of Ridgecrest was incorporated as a city in 1963. Ridgecrest is surrounded by four mountain ranges; the Sierra Nevada on the west, the Cosmos on the North, the Argus Range on the east, and the El Paso Mountains to the South. Ridgecrest is the only incorporated community in the Indian Wells Valley and is located in the Mojave Desert, west of Death Valley National Park.

Within an hour's drive through some of the West's most beautiful country are many great outdoor pastimes: hiking, hunting, sailing, skiing and more.

Ridgecrest is known for its beautiful sunsets, low humidity, lack of mosquitos, low cost of living, and its warm, sunny days. Many of the residents enjoy these things about their hometown.

The primary employer for the area is the Naval Air Warfare Center, the premier research, development, test and evaluation laboratory for the US Navy. Consequently, the education and income levels for this community are significantly higher than for a city of similar size. A favorable characteristic of the City is its proximity to two major highways, US 395 and State Route 14. This makes Ridgecrest a central location for shopping and business in the Eastern Kern County area. Ridgecrest is also easily accessible to the rest of southern California making it an ideal location for industry.

Ridgecrest evolved into a growing and dynamic city during the 1950's and 1960's as a support community, vital to the mission of the Navy, by providing housing and services for Federal employees and contractors. Ridgecrest incorporated in 1963 and now provides shopping for over 40,000 people throughout the Indian Wells Valley.

## THE BOARD OF EDUCATION

Elisa Hennings, President  
Travis Reed, Vice-Chair  
David Eriksen, Secretary  
Samuel Garvin, Treasurer  
Ernest Unruh, Member

*REALMS is an equal-opportunity employer.*

## APPLICATION PROCESS

To request application materials for the REALMS Assistant Superintendent of Instruction position visit [www.leadershipassociates.org/active-searches](http://www.leadershipassociates.org/active-searches) and select Ridgecrest Elementary Academy.

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 April 8, 2024.**

**Consultant:  
Rich Chávez Thome**

**Leadership Associates**  
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