



Information for Applicants for the Position of

SUPERINTENDENT/PRINCIPAL HUGHES-ELIZABETH LAKES UNION ELEMENTARY SCHOOL DISTRICT

THE POSITION

The Board of Education of the Hughes-Elizabeth Lakes Union Elementary School District invites highly qualified educational leaders to apply for the position of District Superintendent/Principal. The Board welcomes a diverse group of candidates.

PROFESSIONAL PROFILE

The Hughes-Elizabeth Lakes Union Elementary School District seeks a superintendent/principal who:

- Has strong leadership skills and the ability to multi-task effectively in a dual role
- Possesses district-level and principal experience, preferably in a small district setting
- Has experience with effective governance and board relations and is willing to participate in Board governance training
- Is knowledgeable of budget management, fiscal oversight, district operations and alternative funding
- Has a background in human resources, personnel regulations, and union negotiations
- Demonstrates data-driven decision-making and strategic planning to support district improvement
- Is skilled in effectively delegating tasks while maintaining accountability and oversight
- Is a successful instructional leader with knowledge of best practices, teaching strategies, and curriculum development
- Is a visible presence on campus and in the community, actively engaging with students, staff, families and community members
- Is proactive in safety planning, such as crisis management strategies, security protocols and safety drills
- Is skilled in effectively communicating and collaborating with all education partners
- Is skilled in utilizing technology for communication (website, social media, newsletters, etc.)
- Has experience implementing AVID, PBIS, MTSS, and Special Education programs
- Is supportive of student engagement beyond academics and appreciates student input
- Ensures teachers receive mentorship, professional development, and support
- Has successful experience with grant-writing
- Supports student achievement by setting high expectations and holding staff and students accountable
- Understands and values Career and Technical Education (CTE) opportunities for middle school students
- Will become an active member of the school community and foster a deeper connection with residents
- Encourages parent and community engagement, supporting PTA and local partnerships
- Has expertise in effective strategies for student and staff retention

PERSONAL PROFILE

The Hughes-Elizabeth Lakes Union Elementary School District seeks a superintendent/principal who:

- Is adaptable and flexible
- Is a problem solver who is able to handle crises calmly
- Demonstrates empathy, emotional intelligence, and strong listening skills
- Builds positive relationships and fosters a collaborative, team-oriented culture
- Is approachable, caring, and a strong advocate for students, staff, and families
- Holds people accountable with fairness and tact while maintaining high expectations
- Maintains a strong moral compass and demonstrates integrity and ethical leadership.
- Will uphold and honor the school's unique culture and traditions while bringing fresh ideas
- Is dedicated, passionate, and willing to go above and beyond
- Understands the demands of a small district and is willing to take on multiple roles as needed
- Has tenacity, perseverance, and a strong work ethic, ensuring follow-through on initiatives
- Is committed to long-term stability, valuing continuity over frequent change
- Maintains student and staff safety as a top priority

DESIRED EDUCATION/EXPERIENCE (PREFERRED)

- Master's degree or higher with a record of continuous learning (Doctorate preferable)
- 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
- Experience as a teacher, principal and at least five years' experience as a central office administrator
- Bilingual candidates are invited to apply

SELECTION PROCESS

The Board of Education has retained Consultant Dr. Blanca Cavazos 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. The salary range is \$156,000 - \$172,000; based on experience.

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 Hughes-Elizabeth Lakes Union Elementary School District (HELUS) is dedicated to reaching the highest levels of achievement for all students. We will attain this goal through a total commitment to the ongoing success of each student and through open and honest communication within our school community. Hughes-Elizabeth Lakes Union School with a current enrollment of 200, serves students in transitional kindergarten through eighth grade and is located in the foothills of Northern Los Angeles County between Palmdale and Gorman. The school is nestled in the hillside between Lake Hughes and Lake Elizabeth. The location is picturesque and offers a view that stretches from Sawmill Mountain in the west to Mount Baldy in the San Gabriel Mountains to the east. It serves the communities of Lake Hughes, Elizabeth Lake, Green Valley, and Pine Canyon.

Hughes-Elizabeth Lakes Union Elementary School District has a family atmosphere, and each child is individually guided towards academic and social success. The school has increased to 10 classrooms and a part-time special education teacher. The staff has been trained in Common Core Standards and students benefit from our best teaching practices. All buildings on the campus are handicap accessible. The school offers a solid core instructional program guided by the California State Standards. Our 70th-Year Anniversary was celebrated on October 10, 2020. HELUS is the oldest school district in Antelope Valley.

THE BOARD OF EDUCATION

Lola Skelton, President
Stephanie Lewis, Vice President
Jim Wall, Clerk
Raelyn Marshall, Member

The Hughes-Elizabeth Lakes Union Elementary School District is an equal opportunity employer.

APPLICATION PROCESS AND DEADLINE

To request application materials for the Hughes-Elizabeth Lakes Union Elementary Superintendent/Principal 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. March 28, 2025

Consultant:

Blanca G. Cavazos, Ed.D.

Leadership Associates

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For general Information, contact:

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