



Information for Applicants for the Position of

SUPERINTENDENT **Millbrae Elementary School District**

THE POSITION

The Board of Education of Millbrae Elementary School District invites highly qualified educational leaders to apply for the position of District Superintendent.

PROFESSIONAL PROFILE

Millbrae Elementary School District seeks a superintendent who:

- Is a proactive, transparent communicator
- Has experience working in a small district
- Is a student focused decision maker
- Will collaborate with the Board, Staff, and Educational Partners and build a collaborative district culture
- Has a strong understanding and appreciation of board governance
- Will be connected to and invested in the community; visible at schools and events
- Is a capacity builder; a team builder
- Is a knowledgeable instructional leader
- Is knowledgeable and/or has experience in facilities and bonds
- Will have an interest and a desire to learn about all aspects of the district
- Is committed to continuing and fostering the equity work in the district
- Will consistently follow through
- Is a strategic problem solver
- Holds him/herself and others accountable
- Is unafraid to make tough decisions
- Is culturally responsive
- Can operationalize effective policies and procedures throughout the district

PERSONAL PROFILE

Millbrae Elementary School District seeks a superintendent who:

- Is trustworthy and a trust builder
- Is personable, approachable, and willing to listen
- Has a growth mindset; a willingness to learn
- Is empathetic; caring and nurturing
- Is honest; has integrity
- Is respectful to all
- Is a motivator; inspirational
- Has the ability to deal well with crisis and difficult situations
- Is reflective
- Is resilient; effectively handles conflict
- Is a role model for others

DESIRED EDUCATION/EXPERIENCE

- An educator with K-8 teaching and administrative experience in California
- Has a strong and proven track record with solid references and recommendations
- A strong fiscal background and understanding of the budget

- A record of focusing on student achievement for all students including those who have not yet met standards
- A strong record of partnering with community groups
- Bilingual (desirable)

SELECTION PROCESS

The Board of Education has retained Consultant Jacki Horejs, Lead Consultant 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 \$230,000 - \$275,000. A multi-year contract will be considered.

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

The Millbrae Elementary School District is a TK-8 district situated in northern San Mateo County adjacent to the San Francisco International Airport. The District operates five schools: Green Hills Elementary, Lomita Park Elementary, Meadow Elementary, Spring Valley Elementary and Taylor Middle School within the city of Millbrae. Millbrae Elementary School District is fully committed to the long-standing tradition of excellence in education.

The city of Millbrae is a small suburban community with a population of 21,532 covering 3.2 square miles. It is a city of small businesses with no major industry. The District enjoys a positive working relationship with the City of Millbrae. The collaborative relationship extends to programs in conjunction with the Sheriff's and Fire Departments, the Millbrae Library, and the Department of Park and Recreation. Additionally, the schools receive active support from local services organizations: Millbrae Rotary, Lions Club, Peninsula Chinese Business Association, Parent Teacher Associations/Organizations and the Millbrae Education Foundation.

The Millbrae Elementary School District will continue the District Vision and Mission of nurturing emotional intelligence, promoting a passion for learning, fostering an innovative learning environment, and connecting to self and learning to the world by inspiring our community with opportunities to learn and thrive, committing to a shared purpose that guarantees each student a strong academic foundation, and ensuring equity through access and opportunity.

THE COMMUNITY

The City of Millbrae is a small suburban community located in the heart of San Mateo County. Millbrae is uniquely situated within the sheltering hills between the Pacific Ocean and beautiful San Francisco Bay. Millbrae enjoys fog-free, sunny weather with mild winter and summer temperatures. Many beautiful hillside homes enjoy stunning San Francisco Bay views. Millbrae's well-maintained neighborhoods boast a mix of Mid-Century modern and California Spanish-style architecture dating back as far as the 1930's set in charming, hillside neighborhoods. Boasting a state-of-the-art "Green" library and known for a strong sense of community with a large volunteer base, Millbrae's friendly small-town atmosphere with city convenience adds to the charm of this highly desirable and safe Peninsula community. Millbrae's economic scene is a mix of "Mom and Pop" retail interspersed with larger chain retail, restaurants, service businesses and hotels.

THE BOARD OF EDUCATION

Karen Chin, President
Frank Barbaro, Vice President
Claire Baltrami, Clerk
Lynne Ferrario, Member
Maggie Musa, Member

Millbrae Elementary School District is an equal opportunity employer.

APPLICATION PROCESS

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

For other inquiries contact Sarena Fairrington, Search Support Specialist, at sfairrington@leadershipassociates.org

Applications must be completed and returned via email by 5:00 P.M. on February 23, 2026

Consultant:
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