



## Information for Applicants for the Position of

### **SUPERINTENDENT WALNUT CREEK SCHOOL DISTRICT**

#### **THE POSITION**

The Board of Education of the Walnut Creek School District invites highly qualified educational leaders to apply for the position of District Superintendent. The Board welcomes a diverse group of candidates.

#### **PROFESSIONAL PROFILE**

The Walnut Creek School District seeks a superintendent who:

- Has experience in California public education, both teaching and site administration
- Has a proven track record of growing academic achievement for all students, including special needs children, second language learners, and children experiencing poverty
- Has experience as a district-level executive leader (such as assistant superintendent or superintendent)
- Has experience in oversight of school district finances, budgets, and business management
- Has experience as a superintendent or administrator in a comparable district
- Is a strong instructional leader who will maintain and improve the student achievement gains made in the District
- Will place the highest priority on safe environments for students and staff
- Will bring the entire community together toward a strong vision of student achievement
- Has strong human relations skills and is a "people person"
- Will be accessible to parents and staff
- Has ability to coach and develop potential leaders within the District, and create a strong, cohesive working team
- Will be highly visible at our schools and community events

#### **PERSONAL PROFILE**

The Walnut Creek School District seeks a superintendent who:

- Is accountable
- Is equity-minded
- Is empathetic and a good listener
- Is collaborative
- Has strong communication skills
- Is accessible and engaged
- Is a consensus builder
- Is courageous
- Is a visionary/innovator

#### **DESIRED EDUCATION/EXPERIENCE (PREFERRED)**

- Master's degree or higher with a record of continuous learning
- 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 in a diverse community
- 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 Consultants Donald Evans, Ed.D., and Sarah Koligian, Ed.D., 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. This approximate salary range is \$250,000 - \$275,000.

## 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 twelve months)
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially*

## THE DISTRICT AND COMMUNITY

Walnut Creek Elementary School District is a TK-8 elementary district located in the central Bay Area. The community of Walnut Creek is a unique combination of urban, suburban and open space areas.

The district is responsible for meeting the educational needs of approximately 3,700 students at six elementary schools and one intermediate school. In grades TK-5 students learn primarily in self-contained classrooms, while in grades 6-8 students are enrolled in both core and elective courses.

The Walnut Creek School District is committed to creating educational experiences that engage, inspire and empower all learners. In partnership with our community, WCSD is focused on creating excellent educational experiences which value students' diverse academic, social and emotional needs while providing an environment that fosters collaboration, courage, curiosity, creativity, innovation, perseverance, and a passion for learning.

## THE BOARD OF EDUCATION

Wenlei Johnson, President  
Aimee Moss, Clerk  
Heidi Hernandez Gatty, Member  
Zetta Reicker, Member  
Sarah Talach, Member

*The Walnut Creek School District is an equal opportunity employer.*

## APPLICATION PROCESS AND DEADLINE

To request application materials for the Walnut Creek Superintendent 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 12:00 Noon. on April 10, 2026**

**Consultants:**  
**Donald Evans, Ed.D.**  
**Sarah Koligian, Ed.D.**

**Leadership Associates**  
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