



## Information for Applicants for the Position of

### **SUPERINTENDENT** **Mill Valley School District**

### **A Dynamic Professional Opportunity**

#### **THE POSITION**

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

#### **PROFESSIONAL PROFILE**

The Mill Valley School District seeks a superintendent who:

- Is a strong communicator both orally and in writing
- Is a strategic thinker
- Is a strong, confident and decisive leader, who enjoys working with highly engaged and invested parents and community members
- Has superintendent or assistant superintendent experience
- Understands California school finance, including budgets, operations and facility planning and funding
- Is an instructional leader who values the principles of effective teaching and learning
- Knows Mill Valley and is prepared to fully invest in the district and the community the district serves
- Has site administrative experience
- Works collaboratively and communicates well with a Board of Trustees in building a positive and effective governance team
- Sees the big picture, keeps the focus on students and drives forward the strategic plan which aims to develop globally-minded compassionate and courageous students
- Builds leadership capacity and accountability without micromanaging
- Understands and manages best practices in technology
- Works closely with parents and community members
- Values continuous learning for all professionals serving the students of the school district
- Is proactive rather than reactive
- Is a team builder who values the importance of working collaboratively
- Understands the importance of safety and security for students, staff and volunteers
- Collaborates with parents, the community and the high school district around teaching and learning strategies and resources
- Has served in a leadership capacity in a district that has been involved with capital projects and bond/parcel tax campaigns
- Has an interest in and a background in staying current on best practices in education
- Values the expertise of teachers and staff

## PERSONAL PROFILE

The Mill Valley School District seeks a superintendent who:

- Is honest and genuine
- Is transparent and builds trust
- Is open to new ideas and values different points of view
- Is a good listener
- Is thoughtful and kind
- Is an empathetic leader who strives to understand others and the positions they hold
- Is value driven
- Is a visible leader who maintains an open door policy
- Is a proponent of equity and diversity
- Is a believer in the value of everyone's role in the success of the district
- Is fair in making decisions
- Is interested in engaging with the community
- Is calm under stressful situations, always maintaining a professional demeanor
- Values initiative follow-through
- Has executive command
- Is innovative and embraces change
- Is a continuous, lifelong learner
- Is positive and optimistic

## DESIRED EDUCATION/EXPERIENCE (PREFERRED)

- Masters degree or higher with a record of continuous learning
- An educator with K-12 experience in California
- Bilingual candidates are invited to apply
- Holds a California Administrative Credential or is eligible

## SELECTION PROCESS

The Board of Education has retained Dr. Marc Ecker and Dr. Fred Van Leuven of Leadership Associates to recruit qualified candidates. The consultants will screen applications and recommend candidates to the board for interviews and further consideration. 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. A multi-year contract will be considered.

## APPLICATION REQUIREMENTS

To be considered, the candidate must provide:

- A fully completed application form
- A letter of application
- A resume
- Three professional references
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially*

## THE DISTRICT

The Mill Valley School District is located 14 miles north of San Francisco and the Golden Gate Bridge in Marin County, California. The district has 5 elementary schools and 1 middle school with an enrollment of approximately 3,200 students in grades K through 8.

Four of the schools are located within the City of Mill Valley, while two are located in the adjacent unincorporated areas of Strawberry and Tamalpais Valley. The District also includes the unincorporated communities of Alto, Almonte, Homestead Valley, and Muir Beach.

Mill Valley has been rated as one of the top 20 best small towns in America by Smithsonian Magazine. Recognized and respected at both the state and national levels, the Mill Valley School District has developed a reputation for its ability to create exceptional learning programs. The district has two parcel taxes and fluctuates between basic aid and LCFF funding.

## THE COMMUNITY

The City of Mill Valley (population approximately 14,000) is 14 miles north of San Francisco and 40 miles from California's famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town's growth from a small mill town to the modern full-service city it is today. The 2010 Census documents a total of 6,534 housing units in Mill Valley, the majority of which are single-family dwellings with about 24% comprised of apartments and condominiums. The population's approximately 14,000 residents live in a 4.8 square mile area, although it serves as the center for a larger unincorporated Mill Valley area with a population of more than 30,000 residents.

Education and income levels of residents are high, with around 40% of the population having a graduate or professional degree. The median resident age is 48 years, the median household income is \$129,626, and the median housing price is over \$1.2 million. The community has expectations of very high-quality facilities and services.

The City of Mill Valley was incorporated in 1900. It is a full-service city with a City Council/City Manager form of government. Mill Valley has five elected City council members who annually elect from among their ranks a Mayor and Vice Mayor, and serve four-year terms.

The City of Mill Valley provides a full range of municipal services to residents and businesses in accordance with the MV2040 General Plan and City Council policy and direction. City staff delivers those services in an efficient, effective and courteous manner with a commitment to operational excellence.

## THE BOARD OF EDUCATION

Leslie Wachtel, President  
Marco Pardi, Vice-President/Clerk  
Bob Jacobs  
Todd May  
Emily Uhlhorn

*The Mill Valley School District is an equal opportunity employer.*

## APPLICATION

### **To Request Application Materials for the Mill Valley School District Superintendent Position:**

Send an e-mail to Penny Pyle, Executive Assistant

[ppyle@leadershipassociates.org](mailto:ppyle@leadershipassociates.org)

Office Phone: 530-302-5112

**Consultants:**  
**Lead, Marc Ecker, Ph.D.**  
**Co-Lead, Fred Van Leuven, Ed.D.**

**Leadership Associates**  
3905 State Street, #7-407  
Santa Barbara, CA 93105  
[www.leadershipassociates.org](http://www.leadershipassociates.org)

**Applications must be completed and returned via email by 5:00 PM, February 11, 2019.**