



## Information for Applicants for the Position of SUPERINTENDENT Westminster School District

### A Dynamic Professional Opportunity

#### THE POSITION

The Board of Trustees of Westminster School District invites qualified and successful leaders to apply for the position of Superintendent. The ideal candidate will be a visionary and ethical leader with strong instructional, communication, and interpersonal skills. The Superintendent should have broad experience with curriculum and instruction, finance, facilities, budget, and human resources. The successful candidate will be committed to visibility and engagement in schools and the community.

#### PROFESSIONAL PROFILE

The Westminster School District seeks a superintendent who:

- Has principal and District-level administrative experience
- Demonstrates instructional leadership qualities; has a record of leading curricular initiatives resulting in improved student achievement
- Is knowledgeable about Common Core, LCAP, Special Education, GATE, Technology and Language Immersion Programs
- Has experience in leading professional development for all staff
- Is knowledgeable in LCFF with expertise in fiscal matters that allows for the oversight of the budget, supervision of the budget development process and long-range fiscal planning
- Demonstrates knowledge of and experience with school bond financing, state and federal matching funds, and construction
- Has excellent communication skills, written and oral
- Is a visionary and collaborative leader, who obtains buy in and support
- Is able to work collaboratively with community partners and surrounding school districts
- Is a creative problem solver
- Conducts meaningful evaluations of staff and self
- Is able to work effectively with the Board of Trustees to foster a common vision and commitment
- Is able to develop a strong governance team

#### PERSONAL PROFILE

The Westminster School District seeks a superintendent who:

- Demonstrates integrity, honesty, sincerity, transparency and fairness
- Is a strong advocate that keeps the interests of children foremost in their decision-making
- Acts as a decisive leader who makes sound and consistent decisions, holds firm and follows through
- Has excellent communication and listening skills; relates to people at all levels
- Is approachable and accessible; has an open-door policy
- Demonstrates appreciation for the District's culture and diversity
- Is able to build and maintain a climate of trust and respect

- Is highly visible, active and engaged at the school sites and in the community
- Is passionate about public education and professional leadership

### DESIRED EDUCATION/EXPERIENCE

- Principal and District-level administrative experience (required)
- Teaching and administrative experience (required)
- Has superintendent experience (desirable)
- Masters degree or higher and Administrative credential (required)
- Doctorate degree (highly desirable)
- 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 Dr. Peggy Lynch and Dr. Marc Ecker 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 Westminster School District Board of Trustees will, based on the qualifications and experience of the successful candidate, offer a multi-year contract of employment, a salary that is competitive and negotiable, and an appropriate fringe benefit package.

### 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 Westminster School District, located in West Orange County, is comprised of over 9,400 students. A total of 17 schools serve students in grades Pre-K to 8th grade consisting of 13 elementary sites, 3 middle schools, and one site with a child-care center and special District programs. The District employs approximately 1,000 employees.

The District provides a strong academic program with an emphasis on preparing students for 21st century learning. Supplemental funding for a wide variety of specialized curricular programs include STEAM integration, Vietnamese and Spanish Dual Language Immersion Academies, a Computer Science Magnet, a GATE-AVID STEAM Magnet school, and Visual and Performing Arts and Physical Education programs at all schools.

Measure T, a \$76 million bond measure passed by voters in 2016, will provide local school facilities improvement funding for renovations, repairs and upgrades at all school sites in upcoming years.

## THE COMMUNITY

The Westminster School District is located in the City of Westminster, California. Well-established by the 1990s as a multicultural community with deep roots in Western, Mexican, and Vietnamese histories, in 1996 Westminster was designated an “All-America City” by the National Civic League for civic accomplishments, made possible by the cooperative efforts of business, government, the volunteer sector, and other individuals. Westminster continues to support the needs of a diverse population today and is widely seen as a welcoming community, with many services and venues to serve its visitors and residents including a 420-seat theater at the Westminster Rose Center, a satellite campus of Coastline Community College, Sid Goldstein Freedom Park, and Westminster Mall. Upgrades to the City’s infrastructure continue, with the City continually investing in multi-modal transportation, water services, waste operations, parks and recreation facilities, public administration offices, and public safety services. In the first part of the 2000s, there was a special focus on improving and maintaining community facilities most important to a primarily built-out city, including roadways, utilities, and parks. Westminster demonstrates its commitment to continue providing a high quality of life for its residents, property owners, business owners, and visitors.

## THE BOARD OF EDUCATION

Khanh Nguyen, Area 3, President  
Frances Nguyen, Area 1, Vice President  
Jeremy Khalaf, Area 5, Clerk  
Xavier Nguyen, Area 2, Member  
Jamison Power, Area 4, Member

*The Westminster School District is an equal opportunity employer.*

## APPLICATION

### To Request Application Materials for the Westminster School District Superintendent Position:

Send an e-mail to Becky Banning, Executive Assistant  
[bbanning@leadershipassociates.org](mailto:bbanning@leadershipassociates.org)  
Phone: 805.364.2775

**Consultants:**  
**Peggy Lynch, Ed.D.**  
**Marc Ecker, Ph.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 P.M. on February 15, 2019.**