



Information for Applicants for the Position of
ASSISTANT SUPERINTENDENT EDUCATIONAL SERVICES
Del Norte County Unified School District



THE POSITION

The Superintendent of the Del Norte County Unified School District invites educational leaders to apply for the position of Assistant Superintendent Educational Services. The Assistant Superintendent serves in this role both for Del Norte Unified and the Del Norte County Office of Education and is responsible for building and sustaining systems and structures in the Educational Services Division that produce across the board continuous improvements in student achievement. The successful candidate will help build collaborative relationships with students, staff, and community; reach out to different groups in a diverse community and provide multiple pathways to student success. The candidate will build on our strengths and lead various initiatives in the areas of curriculum and instruction, special education, student services, and early childhood education. Our next Assistant Superintendent will possess the leadership and management skills necessary to provide effective systems and structures in Educational Services, sustain our LCAP and ensure it implements our strategic plan and engages our staff and community in developing and implementing the goals and strategies which form the basis of our ongoing continuous improvement initiatives.

THE DISTRICT

Del Norte County Unified School District prides itself as being a district where a community of educators provides students with the knowledge, skills, inspiration and confidence to achieve success in college, career, and community. The key elements of its vision imagine a Del Norte County education community where:

- Every student is inspired, challenged, engaged, and cared for by exceptional educators
- Every family is welcomed, respected, and valued by exceptional schools
- Everyone is united, strengthened, and prepared to work together to prepare students for the 21st Century

To achieve this Vision, the District's carefully crafted Mission Statement focuses everyone's work on preparing all students to be lifelong learners who can creatively and effectively communicate, collaborate, and problem solve in a global society.

Today the District and County Office serve more than 4,000 K - 12 students in ten regular schools, one comprehensive high school, one continuation high school, and several alternative education programs. All sites are located within a thirty-minute commute from Crescent City. The District's current budget is \$42 million, including the County Office General Fund income. There are 608 employees (31 administrators, 218 certificated staff members, and 411 full- and part-time classified personnel).

The Assistant Superintendent Educational Services and the Superintendent serve both the District and the County. The position of County Superintendent is an elected one and therefore requires the Superintendent to stand for re-election every four years.

THE COMMUNITY

Del Norte County is located in the northwestern corner of California, where the Redwoods meet the Pacific Ocean. It is the home of Redwood National Park. Within its boundaries are the world's tallest trees, a rugged Pacific coastline, and scenic rivers that make it one of the nation's most desirable recreation and family-oriented areas. Several microclimates are located within 15 minutes of Crescent City. Recreational activities include hiking, beachcombing, camping, surfing, hunting, fishing, boating, and more.

The area is home to diverse ethnic, economic, and cultural groups including the four American Indian Tribes, Hmong, and Latino communities. There are professional opportunities in the park service, government, health, education, non-profits, the service industry, and an increasing number of virtual businesses. Over half the county's residents live in the greater Crescent City area. The Del Norte community is further enhanced by numerous music programs, a community concert association, amateur theater groups, and an active organization for cultural awareness.

PROFESSIONAL PROFILE

The Del Norte County Unified School District seeks an Assistant Superintendent who:

- Has a track record of success in preparing all students to graduate ready for success in higher education and/or a career with growth potential
- Will build on the good work the District has done in professional development, creating effective school to work programs, improving the use of technology to support teaching and learning, and creating challenging and engaging learning experiences for students and staff
- Is able to demonstrate that he/she values the perspectives of diverse groups and individuals and reaches out to them before making critical decisions and developing recommendations for the Superintendent and Governing Board
- Understands the unique nature of living in a more rural area and is prepared to make a long-term commitment to provide strong leadership to the areas included in Educational Services
- Is a strong instructional leader
- Possess the knowledge, skills, and values that will address issues of equity that impact student success
- Will establish positive relationships with all staff and the associations that represent them
- Understands what is necessary to provide the resources required to support achievement of the District's vision, mission, and goals as described in its strategic plan and LCAP
- Has a record of success in developing and implementing partnerships with business, non-profits, and higher education and securing grants
- Possesses excellent communication skills (listening, speaking, writing)
- Understands the design and intent of the California State standards and assessment practices and is knowledgeable about effective implementation strategies
- Has experience in mitigating the factors that may influence the success of some students in school such as poverty, drugs, and abusive behaviors
- Has a record of success in establishing high expectations for all students while simultaneously providing multiple learning pathways to students
- Knows the importance of building the capacity of others to do their best work
- Will build on the strengths of our professional development programs and services
- Is knowledgeable and has experience in dealing with the various Educational Services programs and services (Curriculum and Instruction, professional development, special education, student support services, and early childhood education)
- Is able to develop and oversee a variety of programmatic budgets

PERSONAL PROFILE

The Del Norte County Unified School District seeks an Assistant Superintendent who:

- Has a collaborative, transparent leadership style that recognizes the importance of teamwork
- Sees diversity as an asset and will build on the strengths that the diverse groups in the community bring to the education of our children
- Will be able to advocate effectively for the needs and interests of our unique District and the mission of public education
- Is personable and approachable and knows the importance of being visible at school activities and functions
- Accepts responsibility for his/her actions and is willing to admit and learn from mistakes
- Has a high degree of integrity and will model the ethical behaviors we expect from our students and staff
- Respects our parents and understands the importance of their positive engagement in the education of their children
- Has excellent problem solving and analytical skills
- Is consistent and fair in dealing with different groups and individuals
- Is proactive, not reactive – has effective long-range strategies for helping Educational Services build on its strengths and address its challenges
- Genuinely likes being with students, working with other adults, and being present in schools

DESIRED EDUCATION/EXPERIENCE

- A background as a classroom teacher, site and district leader
- Evidence of continuous professional learning and growth
- Knowledge of California's unique education curriculum and finance systems including LCFF and LCAP
- An advanced degree in a subject matter or education area
- A background serving a diverse population of students including ELL and American Indians.

SELECTION PROCESS

The Governing Board has retained James R. (Jim) Brown and Rich Fischer of *Leadership Associates* to recruit qualified candidates. The consultants will screen applications and recommend candidates to the Superintendent and a search panel for interviews and further consideration. Prospective candidates are requested not to contact the Superintendent or any Board members, in a manner that could be construed as an attempt to influence the selection process. Finalists are expected to be familiar with the community and schools. The Superintendent reserves the right to visit the district and community 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
- A minimum of three (3) current letters of recommendation preferably from someone you have worked for and someone you have worked with (two letters). A third letter should be from someone you have supervised and evaluated or who otherwise worked under your direction.

All materials will be acknowledged and treated confidentially.

THE GOVERNING BOARD

Frank Magarino, Board President
Angela Greenough, Vice President/Clerk
Don McArthur, Board Member
Roger Daley, Board Member
Jamie Forkner, Board Member

De Norte County Unified School District is an equal opportunity employer.

APPLICATION

**To Request an Application for the Del Norte County Unified School District
Assistant Superintendent of Educational Services Position:**

e-mail: Penny Pyle, Executive Assistant

ppyle@leadershipassociates.org

with your name, current title and employer, and contact phone number

Consultants: Jim Brown and Rich Fischer

Leadership Associates

3905 State Street, #7-407

Santa Barbara, CA 93105

www.leadershipassociates.org

Applications must be completed and returned via email by March 18, 2019, 5:00 p.m.