



## University of California, Los Angeles

UCLA's campus, with its gracious buildings, beautiful gardens and sweeping vistas, is situated in the heart of Westwood just minutes from the stunning coastline and broad-sand beaches of Santa Monica. A highly-selective institution with more applications than any other major university in the country, UCLA is also one of the most ethnically and culturally diverse communities in the world, with students from all 50 states and more than 100 foreign countries. UCLA's highly-distinguished faculty ranks among the nation's top ten schools in awards, honors and recognition.

### Benefits

UCLA offers a comprehensive benefits package, including an average of three weeks' vacation per year; an average of 12 days per year sick leave; 13 paid holidays per year; health, dental and optical benefits; life insurance; disability insurance; the University of California Retirement Plan with 5 year vesting and various voluntary UC Savings Plans. There are also special programs and privileges available, such as accessibility to cultural and recreational programs, athletic events, and the University Credit Union

**To be considered for this position  
you must apply online to this site.**

<https://ucla.in/2tWmQhm>

The recruitment for this position is being managed by Leadership Associates, an external search firm. Inquiries should be directed to:

### Leadership Associates

**website:**

<http://leadershipassociates.org/>

**email:**

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

All inquiries, nominations and applications will be held in strict confidence.

*The University of California is an Equal Opportunity/Affirmative Action Employer.*

*All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability, or protected veteran status.*

UCLA Campus Human Resources  
Employment Services

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### UCLA Employment Opportunity

## SUPERINTENDENT

### PRE K-12 SCHOOL OPERATIONS



# Superintendent, Pre K-12 School Operations

In furtherance of the overall university goal of enhancing the delivery of education at all levels, the Superintendent of Pre K-12 School Operations is being established by the University of California, Los Angeles to provide administrative oversight and alignment for the UCLA Infant Day Program, Early Care and Education Programs, the UCLA Lab School and the Geffen Academy.

Each school is managed by skilled and experienced Heads of School leaders. Each of the schools support the broader UCLA mission, vision and purpose while developing engaged students with skills and competencies.

The responsibilities and role of the Superintendent of Pre K-12 School Operations include:

- Oversight of the programs, operations, and overall coordination of UCLA's infant, early-care, primary, and secondary educational facilities and units. These include the Infant Day Program (IDP), Early Care and Education (ECE), UCLA Lab School, and the Geffen Academy.
- Effective administration across multiple units serving distinct constituents, with each geared toward meeting the needs of highly quality research, excellence in teaching, and a strong commitment toward service and diversity.
- Consultation and collaboration with the Academic Advisory Council on significant K-12 school operations impacting the university. AAC membership may include representative(s) from the Academic Senate, Faculty Welfare Committee and key university stakeholders representing parents, students, staff and/or faculty.
- The superintendent recognizes and embraces the need for broad consultation and collaboration with key university and school site stakeholders.

- Personnel and Human Resources – Ensuring greater understanding and compliance with university policies and practices.
- Legal Counsel – Ensuring greater understanding and compliance with California education code, federal requirements and university policies.
- Admission Procedures – Ensuring greater understanding, consistency and transparency relative to student admissions, particularly as it impacts the UCLA community.
- Special Education – Ensuring that quality programs are in place for special needs students and their compliance with state and federal mandates.
- Parent Expectations – Ensuring consistency in addressing parent needs and coordination of standard procedures between schools and with the university.
- School and University Activities – Providing coordination of special events, general activities, school construction, traffic, etc... with the university.
- Emergency Procedures – Ensuring greater coordination, consistency, communication and preparation between schools and with the university relative to local and/or state emergencies.
- Grants, Research and Philanthropic Opportunities – Providing greater coordination and strategic actions to enhance funding opportunities.
- Mediation and Advocacy – Ensuring ongoing communications with the university relative to policies, actions, and practices.
- Students on Campus – Ensuring greater consistency of practices and procedures regarding UCLA students working on the school campuses.

UCLA is seeking highly qualified candidates who:

- Are well prepared and experienced in providing organizational leadership across Pre K-12 educational programs
- Ensure sound management practices
- Work collaboratively with faculty, staff, students and administrative personnel
- Bring innovative approaches and creativity to curricular and co-curricular Pre K-12 programs
- Support relevant research to address the changing needs in the field of Pre K-12 education.

**A brief description of the UCLA  
Pre K-12 School Operations is as follows:**

**The Infant Day Program** has served children and their parents since its establishment in 1983. The facility is used by instructors for demonstrating principles of developmental psychology and by researchers to study child development. The primary purpose is to offer quality group care for infants and toddlers of the students, staff, and faculty of the Psychology Department and other departments on the UCLA campus, and to serve as a teaching and research facility for the Psychology Department and UCLA community.

**The UCLA Early Care and Education** supports the recruitment and retention of UCLA faculty, staff, and students by providing families with center-based care and by providing child development information and child care resources at the following centers: Krieger, Fernald, University Village, UCLA Westward Childcare and the University Parent Nursery.

**The UCLA Lab School** is a small, innovative school for children 4-12 years old. The school serves as a laboratory for UCLA's Graduate School of Education and Information Studies and is located on the UCLA campus in Westwood.

**The Geffen Academy at UCLA** is an inclusive and challenging college-preparatory school for students in grades 6-12 aligned with the science of adolescence. Students enrolled are encouraged to be questioners, analysts, presenters, and creative, collaborative, active and engaged young adults who practice their skills, competencies, and relationships with deliberation. Geffen Academy graduates believe that knowledge is beautiful, transformative, and relevant to one's life and civic responsibility in a just, free, and global community.

