



# Clay Elementary School

## Kingsburg, California

### Information for Applicants for the Position of

### SUPERINTENDENT/PRINCIPAL Clay Joint Elementary School District

### A Dynamic Professional Opportunity

#### THE POSITION

The Board of Education of the Clay Joint Elementary School District invites highly qualified educational leaders to apply for the position of District Superintendent/Principal.

#### PROFESSIONAL PROFILE

The Clay Joint Elementary School District seeks a superintendent/principal who:

- Is student-centered, enjoys students
- Embraces the values, culture and accomplishments of the School and District
- Has a strong background in curriculum and instruction
- Understands budget and finance; has the financial expertise to provide budget oversight, supervise budget development and seek creative approaches to maximizing district resources; experienced with LCFF and LCAP
- Understands the complexity of balancing district-level and site-level administrative responsibilities
- Understands the nature of small district organizations and the Board's role
- Has excellent communication skills and is skilled in listening for understanding
- Develops and nurtures good relationships with all stakeholders
- Has leadership attributes that inspire trust and encourage commitment
- Builds teams and establishes supportive networks
- Trusts, encourages, supports and guides staff
- Welcomes and appreciates community engagement and involvement
- Evidences ability to lead change; has skills to facilitate, manage and nurture change while honoring what exists.

#### PERSONAL PROFILE

The Clay Joint Elementary School District seeks a superintendent/principal who:

- Is inspirational
- Has strong interpersonal skills, is a people-person
- Is consistent, firm and fair
- Has a strong work-ethic
- Is a quick learner
- Has a sense of humor
- Appreciates a conservative perspective
- Values the uniqueness of the District, its demographics and history

## DESIRED EDUCATION/EXPERIENCE

- Principal or District Office experience
- Classroom teaching experience, preferably K-8
- A record of continuous learning
- Holds a California Administrative Credential or is eligible

## SELECTION PROCESS

The Board of Education has retained Sally Frazier, Ed.D. of Leadership Associates to recruit qualified candidates. The consultant 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 and COMMUNITY

As a small, K-8 rural school and district located in southern Fresno County, Clay has successfully served students for more than 134 years. Clay School has been recognized as a California Distinguished School in 1994, 2000, 2004, and 2014. Clay has also earned status as a National Blue Ribbon School.

High expectations, strong core curriculum, traditions, and family involvement are the essential elements for student success at Clay. Dedicated teachers, staff, and parents are committed to providing a positive and successful learning experience. Outstanding co-curricular programs such as music, band, choir, drama, inter-league sports, and reading incentives provide avenues for recognition and individual achievement.

Clay Joint Elementary School District is in close proximity to Kingsburg, a wholesome, family-oriented, friendly community.

## THE BOARD OF EDUCATION

Jeff Boldt, Board President  
Nancy Tikkanen, Board Clerk  
Bill Johnson, Board Member

*The Clay Joint Elementary School District is an equal opportunity employer.*

## APPLICATION

### To Request Application Materials for the Clay Joint Elementary School District Superintendent/Principal Position:

Send an e-mail to Penny Pyle, Executive Assistant

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

Office Phone: 530-302-5112

#### Consultants:

**Sally Frazier, 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 P.M. on April 29, 2019**

**Scheduled Interviews May 11, 2019**