



Information for Applicants for the Position of SUPERINTENDENT Charter Oak Unified School District A Dynamic Professional Opportunity

THE POSITION

The Board of Education of the Charter Oak Unified School District invites highly qualified educational leaders to apply for the position of District Superintendent.

PROFESSIONAL PROFILE

The Charter Oak Unified School District seeks a superintendent who:

- Has a proven track record of success in a K-12 environment with demonstrated leadership in a central office role
- Is an instructional leader with a clear vision of academic success
- Possesses excellent communication skills (listening, speaking, writing)
- Uses strong collaboration skills to build team and genuinely values staff input and involvement
- Will foster and build strong relationships with the associations that represent teachers and classified employees
- Engages the school community in developing a visionary plan and effective systems to assure that students are afforded exceptional educational opportunities
- Is innovative and creative in developing effective uses of technology
- Understands current cutting-edge instructional practices
- Has knowledge and experience in the area of budget and the ability to assess the financial implications of decision making
- Is highly skilled in developing and mentoring strong educational leaders at the site and cabinet level
- Understands the role and responsibilities of the Governing Board, and respects the relationship between the superintendent and the Governing Board
- Is able to continue to move the District toward a 21st century learning environment
- Has a record of developing and implementing partnerships with governmental agencies and businesses
- Recognizes the importance of parents as partners in their children's education
- Will continue the focus on technology in moving the District toward a 21st century learning environment
- Will continue to strengthen the work of the governance team and work effectively with the Charter Oak Board of Education
- Will establish strong relationships with all staff and the associations that represent them
- Is strong and understands his/her responsibility to think proactively and independently in their role as the top administrative decision maker for the District
- Is courageous and willing to make the difficult decision when needed

PERSONAL PROFILE

- Is widely respected and possesses outstanding interpersonal relationship skills
- Believes that the development of strong relationships is key to the health of the District
- Is committed to maintaining the strong, supportive relationships with the parent community
- Is a respectful, relationship-oriented leader dedicated to developing collaborative relationships among all groups
- Demonstrates a warm, caring and approachable demeanor with a good sense of humor
- Possesses exceptional communication skills
- Is an inclusive leader
- Possesses a sincere and passionate commitment to all children
- Is a person of great honesty and transparency
- Truly believes that every student is capable of achieving at the highest level
- Will always keep student success as the major focus of the District
- Sees diversity as a great asset to be nurtured and developed
- Recognizes the importance of being visible in schools and the community

DESIRED EDUCATION/EXPERIENCE (PREFERRED)

- Masters degree or higher with a record of continuous learning
- Holds a California Administrative Credential or is eligible
- An educator with K-12 experience in California
- A student focused record
- Evidence of ability to foster and improve student achievement
- A demonstrated understanding of school finance
- Administrative experience at the site and district level preferred
- Teaching experience at the K-12 level
- Culturally competent

SELECTION PROCESS

The Board of Education has retained Kent Bechler, Ph.D. and Peggy Lynch, Ed.D. 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 Charter Oak Unified School District Office is located in Covina and also serves students in the surrounding communities of Glendora and San Dimas. The District unites the three cities and extends from Grand Avenue on the west, to Valley Center on the east, and from a northern boundary near the 210 Freeway, to Covina Hills Road on the south.

The first Charter Oak School Opened on September 9, 1894 with 24 students. From that early start, the District has grown into an award-winning unified district with distinguished schools serving 4,800 students on eight campuses, including one comprehensive high school, one middle school, five elementary schools and one alternative site which is home to a community day school, continuation high school, and a virtual academy.

Charter Oak is a community where people are proud to live. Charter Oak joins the heritage of San Dimas, Glendora, and Covina to form its own identity.

THE COMMUNITY

Covina, founded in 1882, is seven square miles and located in the heart of the East San Gabriel Valley, approximately 22 miles east of Downtown Los Angeles. It is centered in the midst of Interstate freeways 10, 210, and 605, and State Route 57. Covina's population is approximately 47,880 yet, back in 1900, it was known as one of the smallest cities in the whole country.

Special attention has been given to preserving Covina's old-town Downtown feel. The Downtown Specific Plan was developed to promote pedestrian and transit-oriented development while honoring its downtown historical character. Visitors enjoy "mom and pop" shops and can spend a nostalgic day in downtown dining in fine eateries, visiting vintage clothing stores, hobby shops, antique stores, and ice cream shops. The renovated Center for the Performing Arts (CCPA) is a \$10 million facility that serves as the architectural and entertainment cornerstone of Downtown.

Downtown serves as a gathering spot for citizens to participate in special and charity events. Such occasions bring the community together and fosters goodwill between Covina's elected officials, City staff and the community.

THE BOARD OF EDUCATION

Jeanette V. Flores, Board President
Brian R. Akers, Board Vice President
Jane A. Bock, Board Member
Gregg Peterson, Board Member
David R Rose, Board Member

The Charter Oak Unified School District is an equal opportunity employer.

APPLICATION

To Request Application Materials for the Charter Oak Unified School District Superintendent Position:

Send an e-mail to Penny Pyle, Executive Assistant
ppyle@leadershipassociates.org
Office Phone: 530-302-5112

Consultants:
Kent Bechler, Ph.D.
Peggy Lynch, Ed.D.

Leadership Associates
3905 State Street, #7-407
Santa Barbara, CA 93105
www.leadershipassociates.org

Applications must be completed and returned via email by 5:00 P.M. on October 7, 2019.