



Information for Applicants for the Position of

**SUPERINTENDENT**  
**Millbrae School District**

**THE POSITION**

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

**PROFESSIONAL PROFILE**

Millbrae School District seeks a superintendent who:

- Is visible within and outside the district
- Is committed to the district
- Is inclusive of all stakeholders
- Has a vision for the district
- Will foster collaboration
- Has an open door policy
- Will work well under pressure
- Has educational experience
- Is responsive to district and community needs
- Is a skilled negotiator
- Is a decisive leader
- Is flexible
- Is responsive
- Can build trust
- Will put the needs of children first
- Has appropriate accessibility
- Has progressive experience (teacher, principal, D.O. experience...)
- Works well with the Board
- Is an excellent presenter/public speaker

**PERSONAL PROFILE**

Millbrae School District seeks a superintendent who:

- Has strong interpersonal skills
- Is respectful to others
- Is a good listener
- Has integrity
- Has a good temperament
- Has a sense of humor
- Has a growth mindset
- Is fair
- Is excited about the job
- Is open to new ideas
- Has work life balance

**DESIRED EDUCATION/EXPERIENCE**

- An educator with K-12 experience in California
- A strong fiscal background and understanding of the budget

- A record of focusing on students and improving achievement in a diverse community
- A strong record of partnering with community groups
- Bilingual (desirable)

## SELECTION PROCESS

The Board of Education has retained Consultants Eric Andrew, Ed.D. and Rich Thome of Leadership Associates to recruit qualified candidates. The consultants will screen applications and recommend candidates to the Board for interviews and further consideration. The Board will have the opportunity to review all applications submitted. 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 letters of recommendation
- Five professional references
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially*

## THE DISTRICT

The Millbrae Elementary School District is a TK-8 district situated in northern San Mateo County. The District operates five schools: Green Hills Elementary, Lomita Park Elementary, Meadows Elementary, Spring Valley Elementary and Taylor Middle School within the city of Millbrae.

The District enjoys a positive working relationship with the City of Millbrae. There are quarterly Joint School Board/City Council subcommittee meetings scheduled each year. This collaborative relationship extends to programs in conjunction with the Sheriff's and Fire Departments, the Millbrae Library, and the Department of Park and Recreation. Additionally, the schools receive active support from local service organizations: Millbrae Rotary and Lions, Peninsula Chinese Business Association, the Millbrae Community Foundation, Parent Teacher Associations at each school, and the Millbrae Education Foundation.

The community has changed in past years with the District reflecting the ethnic and socio-economic changes of the City. There are multiple family dwellings and apartments. A large portion of the Millbrae community has been residents of Millbrae for a number of years and many are retired. The District's enrollment has been steady over the past five years. The enrollment in 2016 was 2,400 and 2350 in 2019. The student population is ethnically diverse with over 33 languages spoken as primary languages other than English.

The District continues to accelerate in achievement. All schools in the Millbrae Elementary School District have been awarded California Distinguished Schools. The Millbrae Elementary School District is fully committed to the long-standing tradition of excellence in education. The District engaged in a Strategic Planning Process for MESD Vision 2020. Our current vision empowers Millbrae students as co-creators of their own learning by engaging students in contemporary and

authentic learning which propels them toward college and career readiness in preparation for active leadership in our global society to Nurture, Promote, Foster, and `Connect.

## THE COMMUNITY

The City of Millbrae is a small suburban community with a population of 21,532 covering 3.2 square miles. Located in the heart of San Mateo County, Millbrae is uniquely situated within the sheltering hills between the Pacific Ocean and beautiful San Francisco Bay. Millbrae enjoys fog-free, sunny weather with mild winter and summer temperatures. Many beautiful hillside homes enjoy stunning San Francisco Bay views. Millbrae's well-maintained neighborhoods boast a mix of Mid-Century modern and California Spanish-style architecture dating back as far as the 1930's set in charming, hillside neighborhoods.

Boasting a state-of-the-art "Green" library and known for a strong sense of community with a large volunteer base, Millbrae's friendly small-town atmosphere with city convenience adds to the charm of this highly desirable and safe Peninsula community. Millbrae's economic scene is a mix of 'Mom & Pop' retail interspersed with larger chain retail, restaurants, service businesses and hotels.

## THE BOARD OF EDUCATION

Maggie Musa, President  
D. Don Revelo, Vice President  
Frank Barbaro, Clerk  
Denis Fama, Member  
Lynne Ferrario, Member

*Millbrae School District is an equal opportunity employer.*

## APPLICATION PROCESS

**To request application materials for the Millbrae School District Superintendent position:**

Send an email to Penny Pyle, Executive Assistant, at [ppyle@leadershipassociates.org](mailto:ppyle@leadershipassociates.org).

**Applications must be completed and returned via email by 5:00 p.m. on March 30, 2020.**

**Consultants:**

**Eric Andrew, Ed.D., Lead**  
**Rich Thome, Co-Lead**

**Leadership Associates**

3905 State Street, #7-407  
Santa Barbara, CA 93105

[www.leadershipassociates.org](http://www.leadershipassociates.org)

Phone: 530-302-5112