



Information for Applicants for the Position of
SUPERINTENDENT
Martinez Unified School District

THE POSITION

The Board of Education of the Martinez Unified School District is partnering with Leadership Associates to employ a new superintendent to replace our present superintendent who is leaving for a new position. Our next superintendent will build on the successes of the current superintendent and provide the leadership necessary to help the District meet the educational and fiscal challenges presently confronting all California school districts, while continuing the progress that has occurred in achieving our mission and strategic goals. This is an exceptional opportunity to work in a district and community with a long tradition of strong leadership, excellence in teaching and learning, and continued focus on the academic and social/emotional success of all its students. Both the size of the District and community afford the opportunity for the new superintendent to work directly and collaboratively with the Board, staff, students, parents, and community to help all students become college and career ready as a result of their education in a well-managed district that maintains a safe and supportive school culture and learning environment.

PROFESSIONAL PROFILE

The Martinez Unified School District seeks a superintendent who:

1. Has a track record of success in identifying and leading initiatives which improve the achievement of all students in a safe and supportive learning environment
2. Has leadership experience at the school and district level which demonstrates the ability to work collaboratively with staff, parents, and community
3. Is a strong and effective instructional leader
4. Has the ability to manage and lead the different areas of school district operation: curriculum and instruction, finance, human resources, and student support services
5. Knows what it takes to build a strong governance team and help the Board meet its legal and fiduciary responsibilities
6. Will keep lines of communication open with the Board (no surprises)
7. Has experience in helping a district strengthen and sustain local funding sources such as bonds, parcel taxes, foundations
8. Has demonstrated the ability to successfully manage large projects and initiatives
9. Is knowledgeable of the metrics that staff, leadership, and the Board must use to monitor the District's educational and financial health and make prompt adjustments when needed.
10. Has a track record of success in identifying and implementing the educational strategies and actions which address fundamental issues of equity and the academic and social emotional needs of our diverse student population
11. Will maintain the focus of everyone's work on the success of all students
12. Has the ability to delegate work when needed and monitor the progress being made to achieve intended results
13. Will hire and retain a high-quality staff while providing opportunities for continual growth and improvement
14. Has demonstrated an effective working relationship with employee organizations
15. Will help English Learners and students with special needs achieve the District's academic standards
16. Will effectively use the different means of communication available to reach out to our diverse staff, students, parents, and community

PERSONAL PROFILE

The Martinez Unified School District seeks a superintendent who:

1. Has consistently demonstrated the values and behaviors which reflect a high degree of personal integrity and responsibility
2. Values collaboration and personal outreach to staff, students, parents, and community
3. Has effective communication skills (writing speaking, listening)

4. Is committed to reaching out to our larger diverse community and building strong partnerships
5. Will inspire and motivate students and staff to do their best work
6. Has demonstrated a high degree of social emotional intelligence including humility, empathy, and resilience
7. Has a good sense of humor
8. Will build upon a culture of respect, honesty and collaboration
9. Will seek consensus on important district goals and strategies while encouraging respect for differing points of view
10. Values and embraces the diversity of our District and community

SELECTION PROCESS

The Board of Education has retained the Leadership Associates to partner with the Board in conducting a successful superintendent search process. The team from Leadership will include Consultants Sally Frazier and Jim Brown, and Senior Executive Assistant Becky Banning. The consultants will confer with key stakeholders, recruit candidates, 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.

THE DISTRICT

The Martinez Unified School District is located in Martinez, California in Contra Costa County. The District has a student population of approximately 4200 students in Transitional Kindergarten through 12th Grade. Martinez Unified has four elementary schools, a middle, a comprehensive high, an alternative high, and an independent study school. In addition, the District maintains an adult school program and an early intervention preschool program. With a clear district Framework of Focus in place, Martinez Unified is committed to continuing the history of the District and community by providing effective stewardship of community resources, maintaining safe and supportive schools, and graduating all students prepared for higher education and productive careers.

THE COMMUNITY

One of California's first towns, Martinez is home to approximately 37,000 residents. The community has a strong sense of history and family and is a wonderful place to live and work. It is accessible to multiple cultural and recreational activities in the Bay Area and Northern California. The city maintains over 16 parks and acres of open space for use by the community. Martinez is also the Contra Costa County seat, home to three major medical facilities as well as the Shell Refinery, all of which are very supportive of the Martinez schools and students by providing opportunities for student internships, classroom volunteers and financial support in a variety of ways.

APPLICATION REQUIREMENTS

To be considered, the candidate must provide:

- A fully completed application form
- A letter of application which describes how the candidate meets the expectations in this position description
- Updated resume reflecting relevance of experience to desired qualities and characteristics and reasons for leaving past/current positions
- Three current letters of recommendation
- Five professional references
- Verification of degrees and credentials (Masters degree or higher and appropriate administrative credentials)

All materials will be acknowledged and treated confidentially.

THE BOARD OF EDUCATION

Jonathan Wright, President
Kathi McLaughlin, Vice President
Jeremie Ginelli, Clerk
John Fuller, Member
Deidre Siguenza, Member

The Martinez Unified School District is an equal opportunity employer.

APPLICATION PROCESS

To request application materials for the Martinez Unified School District Superintendent position:

Send an email to Becky Banning, Senior Executive Assistant, at bbanning@leadershipassociates.org.

Applications must be completed and returned via email by 5:00 P.M. on August 21, 2020.

Consultants:

Jim Brown, Lead
Sally Frazier, Co-Lead

Leadership Associates

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