

Application Procedures

All applications will be held strictly confidential. Each applicant is requested to follow the procedures listed below. Those applicants wishing additional information should contact the DLA adviser at (916) 212-9905. Applications must be submitted on-line to: DLAssoc.com San Juan Unified School District c/o Barry E. Reed.

All applicants must provide the following items by the closing date, March 16, 2012 (5:00 p.m.), to be considered:

- A completed Application Information Form. (Please complete as instructed; do not complete by stating, "see attached résumé.") The Application Information Form and prospectus may be downloaded via Dave Long and Associates' web page at www.DLAssoc.com
- A personal letter of application stating reasons for interest in the San Juan Unified School District superintendent position.
- A resume providing biographical background information about educational preparation, experience, and achievements.
- Five (5) current letters of professional references describing the applicant's performance in previously held positions.

It is the applicant's responsibility to arrange to have placement papers or reference letters forwarded in time to meet the March 16, 2012 (5:00 p.m.) deadline.

Selection Procedure

A professional screening committee will evaluate the qualifications of each applicant. The board and the screening committee will use the described criteria during the screening, interviewing and final decision-making process. After receiving and studying the report of the screening committee, the board will select and interview the top candidates.

The board will select candidates for the final interviews. The Superintendent Selection Advisory Committee will interview the final candidates and report the perceived strengths and weaknesses to the board. The board will then conduct final interviews and select the superintendent. Any applicant who contacts a board member with the intent of influencing the board's decision will be disqualified.

Travel expenses for those candidates selected for the initial interview will be the responsibility of the candidate.

Salary and Contract Terms

The San Juan Unified School District Board of Education will offer a salary of that is competitive and negotiable and includes fringe benefits.

Board of Education

	Term Expires
Mr. Richard Launey, President	2012
Mr. Larry Matsuoka, Vice President	2014
Ms. Lucinda Luttgren, Clerk	2012
Mr. Greg Paulo, Member	2014
Mr. Larry Miles, Member	2012

**Applications Close
March 16, 2012 (5:00 p.m.)**

**Interviews
Tentatively scheduled for April 12, 13 and 14, 2012**



Executive Search Services

San Juan
Unified School District
is seeking a
SUPERINTENDENT

Sacramento County, California



An Invitation to Lead

The Governing Board of the San Juan Unified School District is seeking an experienced and successful educational leader. The successful candidate will be a team builder, skillful in leading all facets of the school district. This individual will be an excellent communicator who is a good listener, gathers input prior to making decisions, and is courageous in making difficult decisions that are in the best interest of the students. He/she will possess a thorough knowledge of curriculum and instruction and a record of prudent fiscal management. It is extremely important to the board that the individual has a successful history of longevity and can provide continuity to San Juan Unified School District. As the spokesperson for education in the community the superintendent will communicate regularly with parents, businesses, service organizations, and governmental agencies to build effective partnerships.

The District

The San Juan Unified School District is the thirteenth largest school district in California with approximately 4,400 full-time employees, 68 schools, special education centers, adult education centers, early childhood centers, two dependent charter schools and three independent charter schools. The district directly serves more than 40,000 students with an additional 7,000 students served by the five charter schools. Diversity continues to grow in the communities served by San Juan Unified with more than 36 percent of students being minorities, 65 languages spoken in homes and 45 percent of students eligible for free or reduced lunch.

Class sizes average 29 in grades K-3, 31 in grades 4-6 and 33 in grades 7-12. Class size reduction has been maintained at select Title 1 schools with an average of 20 students in grades 1 through 3. Students consistently score at or above both local and state averages on standardized tests. A very successful early childhood education program serves nearly 4,000 students.

The 2011-2012 general fund expenditure budget is approximately \$342 million. San Juan began feeling the effects of declining enrollment in 2004 and continues to feel them today. However strong fiscal management practices by staff and the Board of Education allowed San Juan Unified to benefit from a healthy fund balance as the prolonged financial crisis began. Using those resources, the district has been able to maintain a full 180-day school year.

The community-developed strategic plan was adopted in June of 2009 by the Board of Education. It was drafted by more than 300 members of the community including staff, students, parents, local business leaders, elected officials and others.

The District, con't

The plan was revisited in 2011 and updated. Stakeholder groups consistently listed continued adherence to and implementation of the District's strategic plan as their top desire in the next superintendent. The full plan can be found on the district's website at www.sanjuan.edu/strategicplan.

The Community

The San Juan Unified School District is located in suburban Sacramento County just 11 miles from the state capitol. Within a two-hour drive are Lake Tahoe and the historic gold rush towns to the east and the Napa Valley wine country, San Francisco, and the Pacific Ocean to the west. Mild winters and dry summers, low humidity, and an average yearly rainfall of 17.4 inches characterize the climate.

The area offers affordable housing, regional businesses, shopping centers, great schools, beautiful parks, and a wide offering of youth programs. Nearby are outstanding universities and recreational areas for water sports, biking, hiking and golf. Sacramento is family-friendly and a great place in which to live, work and play.

Selection Criteria

The following criteria represent standards that will be used in the evaluation of applications and in the selection of the superintendent.

Professional Experience and Preparation

- Appropriate administrative credentials and academic training to meet the demands of the position
- Experience as a superintendent or district office level highly desirable
- Experience with grades k-12 as an administrator or classroom teacher highly desirable
- Master's degree required; doctorate desirable

Personal Characteristics

- Unquestioned integrity with demonstrated leadership skills
- Has a successful history of longevity and providing continuity to existing direction
- Sets clear expectations for staff; holds people accountable and rewards excellence
- Is an accessible, active listener who demonstrates respect for students, staff, board, parents and the community
- Possesses the qualities of foresight, trustworthiness and forthrightness in dealing with the board parents, staff and community

Personal Characteristics, con't

- Demonstrates an ability to create a district climate of inclusion, cooperation and collaboration
- Excellent communication skills – both oral and written – and a record of effective communication with the board, staff and community
- Able to create an environment for staff and board which promotes professional satisfaction and trust
- Appreciates, acknowledges and celebrates contributions, and achievements of all staff towards the mission and goals of the district

Professional Skills and Abilities

- Demonstrates fiscal expertise that allows oversight of the budget and budget development process
- Can develop trusting relationships throughout the system by holding people accountable, yet recognizing and celebrating excellence
- Is resourceful and demonstrates an ability to maximize the use of available resources of state and federal funding
- Demonstrates success in working with the school board to build a strong governance team, who ensures that the board receives appropriate information, advice, and recommendations
- Is a strong curriculum leader with a dedication to educational excellence and equitable opportunities for all students
- Is sensitive and responsive to the needs of diverse groups – ethnically and socio-economically and sees diversity as a strength
- Is successful in creating a positive relationship of cooperation and collaboration with employee unions
- Demonstrates a commitment to and values the importance of parental involvement
- Is a visible ambassador for the district and is actively involved in the schools and community
- Establishes a relationship with the media
- Demonstrates an ability to collaborate with city, county, state and federal agencies
- Understands the dynamics and politics of a large urban community