

## 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 board advisers:

Dr. William Diedrich at 760-219-5873

Dr. David Verdugo at 562-618-4432

Applications must be submitted **on-line** to:

DLAssoc.com  
El Rancho Unified School District  
c/o Drs. William Diedrich and David Verdugo, Advisers  
Dave Long & Associates, Executive Search Services

All applicants must provide the following items by the closing date, **Wednesday, May 1, 2013 (5:00 p.m.)** to be considered.

- A completed Application Information Form. (Please complete as instructed: do not complete by stating "see attached resume".) The Application Information Form and brochure may be completed via Dave Long & Associates' web page at DLAssoc.com.
- A personal letter of application stating reasons for interest in the El Rancho Unified School District superintendent position
- A resume providing biographical background information about educational preparation, experience, and achievements
- A placement file and/or five (5) **current** letters of professional references describing the applicant's performance in previously held positions

It is the applicant's responsibility to submit placement papers or reference letters on-line to meet the **Wednesday, May 1, 2013 (5:00 p.m.)** deadline.

## Selection Procedure

A professional screening committee of respected educational leaders 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 the report of the committee, the board will select and interview the top candidates.

The board will then select and invite candidates for the final interviews, conduct the 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 Contract Terms

The El Rancho Unified School District Board of Education will offer a multi-year contract of employment with a salary that is competitive and negotiable based on the qualifications and experience of the successful candidate, plus fringe benefits.

It is the candidate's responsibility to provide the district with employment eligibility and verification of citizenship in compliance with the Immigration Reform and Control Act. The finalist will also be required to provide the district with certified transcripts that verify attainment of academic degrees and proof of appropriate credentials.

## Board of Education

	Term Expires
Delia Alvidrez, President,	2015
Rita Jo Ramirez, Vice President,	2013
Rachel Canchola, Clerk,	2013
Alfred Renteria, Jr., Member,	2015
Joseph Rivera, Ed.D., Member,	2013

**Applications Close**  
**Wednesday, May 1, 2013 (5:00 p.m.)**

Interviews are tentatively scheduled for May 23-25, 2013.



**Executive Search Services**

**EL RANCHO UNIFIED SCHOOL DISTRICT**  
**Pico Rivera**  
**1962**

*is seeking a*  
**SUPERINTENDENT**

Los Angeles County, CA

## The Position

The Governing Board of the El Rancho Unified District is seeking as its next superintendent a visionary leader with superior interpersonal and communication skills who will demonstrate an open, collaborative management style. The successful candidate will be someone who is willing to make a long-term commitment to the district and is skilled in managing all facets of an urban school district. He/she will possess a strong understanding of curriculum and instruction as well as fiscal matters. He/she will be highly visible and involved in the schools, worksites and community. The successful candidate will also be able to work effectively with the school board to foster a common vision and maintain a strong governance team through effective board/superintendent relations.

## The Community

The community of Pico Rivera, home of the El Rancho Unified School District, is an incorporated area located approximately 12 miles southeast of Los Angeles. It was once an agricultural area that is now a mix of homes, businesses and recreational facilities and governed by a Council-Manager form of government. It is a community ideally situated for its residents. More than 120 developed acres of the community are devoted to recreational facilities. It is also in close proximity to major railroads and three freeways. The City is close to seaport and airport facilities. Entertainment venues such as world class museums and galleries, major league sports, concerts, plays, water sports, beaches, mountains and other leisure activities enjoyed in southern California are within easy driving distances of Pico Rivera. Several colleges and universities serve the area.

## The District

The El Rancho Unified School District serves approximately 9,500 students attending grades K-12, an Education Center and an Early Learning Center. The district also participates in the Tri-Cities Regional Occupational Programs and the Whittier Area Cooperative Special Education Program. The educational facilities of the district are comprised of eight elementary schools, three middle schools, one senior high school, one continuation school, an Education Center and a state pre-school program. The student population is 96.2% Hispanic, 1.4% white and the remaining are other ethnicities. English learners comprise 29.3% of the student population.

The district enjoys strong support from its community and various stakeholder groups. Two bond issues have been passed during the last decade. These funds have been, and are currently being, used to modernize and/or construct new facilities. District buildings and grounds are attractive and well-maintained.

The district's Mission Statement clearly establishes the direction of the school system. "The mission of the El Rancho Unified School District in partnership with the community, is to provide an innovative and challenging learning environment that promotes excellence. We will prepare students as life-long learners to succeed academically, intellectually, emotionally and culturally."

## The District, con't

In support of its Mission Statement, a wide variety of successful programs are available to students and staff of the El Rancho Unified School District. Among these are a Character Counts Program, a model anti-bullying program, strong academic offerings and a successful staff development program. Student awards and honors are also a source of pride in the district. Included in these are the recent men's varsity soccer team CIF championship and the Academic Decathlon Team placing fifth in Los Angeles County competition.

The El Rancho Unified School District employs approximately 920 certificated and classified staff members. Its FY 2012-13 General Fund Budget is \$80.9 million dollars.

## Selection Criteria

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

### Professional Experience and Preparation

- Classroom teaching experience required
- Site and district office administrative experience required
- Experience as a superintendent, deputy/assistant superintendent desirable
- Bilingual (English and Spanish) preferred

### Personal Characteristics

- Is honest and ethical, a person of integrity and trustworthiness
- Is energetic, willing to make a long term commitment to the District
- Is a proactive, innovative problem-solver open to divergent opinions from stakeholders
- Is a strong communicator who is approachable, accessible, possesses exceptional listening skills and can communicate with all stakeholders; a genuine "people person"
- Demonstrates openness and inclusiveness with all groups
- Is a "hands on leader" who is highly visible and active in schools, worksites and community
- Is a person of strong convictions, able to make difficult decisions and stand on his/her convictions in the face of pressure from individuals and groups
- Keeps the interests of children foremost in his/her decision-making
- Is a team builder, one who recognizes the abilities and contributions of all stakeholders/district staff and motivates toward excellence
- Is able to build and maintain a climate of trust and respect

### Personal Characteristics, con't

- Is a visionary, futures-oriented leader who is able to take the district to its next steps of development, a strategic thinker and planner
- Knows, or will quickly learn, about the community and district, including their history, culture, victories and challenges
- Possesses a good sense of humor
- Is politically astute, able to build and maintain strong partnerships and coalitions with public agencies, local government and community businesses for the betterment of the district and its students

### Professional Skills and Abilities

- Is a leader who sees the "big picture" of education and is skillful in organizing and managing every facet of a school district
- Is a strong visionary instructional leader who knows curriculum and instruction, current research, reform efforts, best instructional practices and mandates
- Has expertise in business operations that allows for the oversight of the budget, supervision of the budget development process, long-range fiscal planning and knows facilities development including funding, construction, renovation projects and bond elections
- Sets clear expectations for staff; insists on evaluation of performance at all levels, promotes trust with staff while maintaining a system of accountability for results
- Has a successful record of building and maintaining positive working relationships with employees and their associations/unions
- Is technology literate and supports the use of technology in instruction, district and school site management
- Is Career Technology Education literate
- Has experience with diverse student populations from a variety of socio-economic, cultural and ethnic backgrounds

### Board Relationships/Leadership

- Is able to work effectively with the school board to foster a common vision and commitment, maintain a strong governance team structure and establish strong board/superintendent relationships
- Knows and actively supports each school board member and him/herself in performing his/her appropriate roles in district governance