

Application Procedures

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 adviser :

Laura Alvarenga, Ed.D. (650-877-0642)

Any contact with board members in an attempt to influence the selection process will be considered a breach of professional ethics and result in the applicant's removal from the process.

Application must be submitted to David Long & Associates:
DLAssoc.com

The link can also be accessed at
<http://www.asjUSD.k12.ca.us/>
under Personnel/Human Resources.

Please follow application process. All applications must include the following items and be submitted by the closing date of Monday March 24, 2014 by 5:00 p.m. to be considered.

All applicants must provide the following items 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 Aromas-San Juan Unified District Superintendent position and address the criteria reflected within the Personal Characteristics and Professional Skills and Abilities
- A resume providing biographical background information about preparation, experience and achievements
- Five (5) **current** letters of professional references describing the applicant's performance in previously held positions
- Copies of California Administrative Credential and Degrees

It is the applicant's responsibility to submit placement papers or reference letters **on-line** by **Monday, March 24, 2014 (5:00 p.m.)** deadline.

Questions: Laura Alvarenga, Ed.D. 650-877-0642

Selection Procedure

The qualifications of each applicant will be evaluated by the Adviser. The Board and the Adviser will use the described criteria during the screening, interviewing and final decision-making process. The board will select and interview the top candidates. The board and a committee of stakeholders will interview the first round of candidates. The Board will then select and invite candidates for the final interviews, conduct the interviews and select the superintendent. Travel expenses for those candidates selected for the initial interview will be the responsibility of the candidate.

Salary and Contract Terms

The Aromas-San Juan Unified School District Board of Trustees will, based on the qualifications and experience of the successful candidate, offer a multi-year contract with a salary that is competitive and negotiable, and an appropriate fringe benefit package. It is the candidate's responsibility to provide the district with the necessary employment verification information, including the verification of citizenship in compliance with the Immigration Reform and Control Act. The finalist will also be required to provide the district with the necessary information to verify attainment of academic degrees and proof of appropriate credentials.

Board of Education

	Term Expires
Jennifer Colby, President	2016
Monica Martinez-Guaracha, Clerk	2016
Jose Flores	2016
Jeff Hancock	2014
Magdalena Medina	2014

Applications close
Monday, March 24, 2014 (5:00 p.m.)

Interviews are tentatively scheduled for April 25 and 26, 2014.



Executive Search Services

AROMAS-SAN JUAN

Unified School District



is seeking a
SUPERINTENDENT

San Benito County, CA

The Position

The Governing Board of the Aromas-San Juan Unified School District invites qualified and successful leaders to apply for the position of district superintendent. The ideal candidate will be someone who is an ethical leader with strong instructional, communication, and interpersonal skills. The Superintendent should have experience in curriculum and instruction, finance, budget and personnel. The individual must have successful experience working with a diverse population and improving the academic achievement of students. The new superintendent must be articulate, a good listener and a team builder, capable of organizing and managing all facets of the school district. The successful candidate will be a strong instructional leader who demonstrates a collaborative, inclusive leadership style.

The District

The Aromas-San Juan Unified School District (ASJUSD) was formed in 1991 in a unification effort initiated by parents seeking student-centered, community-oriented schooling for their children. The small rural school district provides services to 1100 students in two K-8 schools in San Juan Bautista (San Juan School) and Aromas (Aromas School) and Anzar High School. ASJUSD provides pre-school programs at both elementary school sites. San Juan School offers a Dual Immersion Spanish program. The Coalition of Essential Schools philosophy, encouraging depth over breadth, is at the core of Anzar High School's approach, including college preparatory advisories and Graduate Exhibitions as cumulative demonstrations of student mastery of learning. ASJUSD students represent a multicultural population that is predominately White and Latino; Spanish is the primary language for about 30% of the student body. 61% of the enrollment is classified as low income and/or English Language Learners.

The Community

The ASJUSD covers approximately 100 rural square miles including the City of San Juan Bautista in San Benito County and the unincorporated community of Aromas, which straddles San Benito, Santa Cruz and Monterey Counties. 45 miles south of San Jose, 40 miles northeast of Monterey, 90 miles south of San Francisco and 313 miles north of Los Angeles, nestled between the Santa Cruz and Diablo Mountain Ranges, the average annual temperatures range from 44 to 72 degrees with 13 inches of rainfall. Although primarily an agricultural community, a proportion of residents commute to the San Jose / Silicon Valley area. Within easy travel distance to major metropolitan areas and to the California coast, the area offers a variety of recreational opportunities: Pinnacles National Monument, Fremont Peak State Park, and the historic mission city of San Juan Bautista. Outdoor enthusiasts can enjoy golfing, hunting, fishing, camping, hiking, and horseback riding.

Selection Criteria

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

Professional Experience and Preparation

- Principal experience required
- Superintendent or district office experience preferred
- Classroom teaching and administrative experience required
- Bilingual in Spanish desirable
- Master's degree and California administrative credential required

Personal Characteristics

- Has integrity; is honest, sincere, fair, and trustworthy
- Student centered and enjoys interacting with students
- Appreciates and understands small school district culture
- Demonstrated ability to create a positive school and district climate of inclusion, cooperation, and collaboration
- A leader and problem solver, able to make sound and consistent decisions in a timely manner, to monitor results, and get things done
- A team builder with a talent for building staff morale and eliciting high performance.
- Sets clear expectations for self and staff; insists on evaluation of performance at all levels.
- Appreciates, acknowledges, and celebrates contributions and achievements of staff and community towards the mission and goals of the district
- A good listener who demonstrates respect for students, staff, board, parents and members of the community and is personable, approachable and accessible
- Transparent and an open communicator who is self-reflective and self-confident
- Excellent communication skills, both oral and written, and with an established record of effective communication with the board, staff, and community
- Passionate about public education and professional leadership
- Is a life-long learner

Professional Skills and Abilities

- A strong leader with a dedication to educational excellence and equitable opportunities for all students
- Demonstrated fiscal expertise and knowledge in oversight of the budget and budget development process
- Understands effective governance practice and works well with the board, staff and community
- Instructional leader with a commitment to academic excellence and a clear vision for promoting the achievement of all students using measures of accountability with a focus on continual improvement and performance
- Successful experience in working effectively with diverse school communities including supporting English Language Learners
- Knowledgeable in attracting and effectively involving parents in the education of students
- Strong vision for the implementation of the California Common Core Standards
- Understands components of effective instruction and instructional delivery for pre-school through high school
- Visionary with technology and implementing instructional technology
- Has a commitment to vocational/career and post-secondary preparation programs
- Understands the importance of the educating the whole child, including arts and athletics and the impact co- and extra- curricular activities has on student development
- Has commitment to staff development and holds staff and self accountable for results and ensures constructive and meaningful evaluations
- Knowledge and understanding of Federal and California Public school finance and grant funding potential
- Has ability to manage future growth and has experience with building and maintaining facilities
- Understands the collective bargaining process and is an experienced negotiator
- Has a knowledge and understanding of special education programs, laws and regulations with a belief in full inclusion
- Develops a collaborative and mutually supportive network with agencies, companies and the school district
- Has the ability to work effectively with the School Board and provides the Board with relevant information, advice and recommendations to make informed decisions; works with the Board to develop a strong governance team