

## 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 advisor:

Dr. Joe Condon at 310-901-3749, [jcondon00@gmail.com](mailto:jcondon00@gmail.com)

Applications must be submitted **online** to:

**DLAssoc.com**  
Hughes-Elizabeth Lakes Union School District  
c/o Dr. Joe Condon

All applicants must provide the following items by the closing date of **Monday, June 9, 2014 (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 must be completed via Dave Long & Associates web page at DLAssoc.com.
- A personal letter of application stating reasons for interest in the Hughes-Elizabeth Lakes Union School District superintendent/principal 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

Appropriate California credentials

Verification of education degrees

It is the applicant's responsibility to submit placement papers or reference letters **online** no later than **5:00 PM on Monday, June 9, 2014**.

## Selection Procedure

Dave Long & Associates will evaluate the qualifications of each applicant. The Board and the Advisor will use the described criteria during the screening, interviewing and final decision-making process. The Board will select and interview the top candidates.

## Selection Procedure, con't

The Board will then select and invite candidates for the final interviews, conduct the interviews and select the superintendent/principal. 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 Hughes-Elizabeth Lakes Union 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
Melanie Dohn, President	2017
Lola Skelton, Vice President	2017
Mary Wall, Member	2015
Liberty Longmore, Member	2015
Jim Walker, Member	2017

**Applications Close**  
**Monday, June 9, 2014 (5:00 p.m.)**

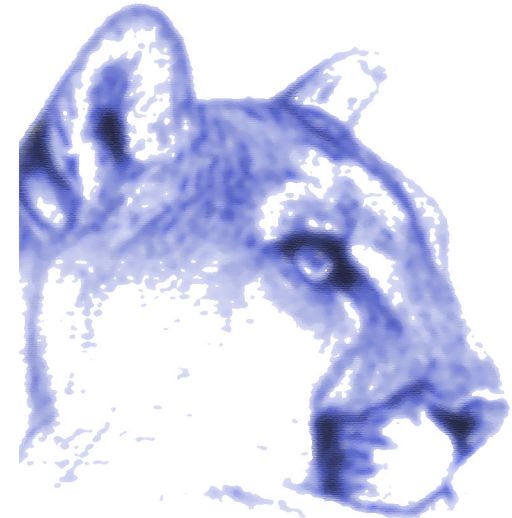


**Executive Search Services**

# Hughes-Elizabeth Lakes Union School District

*is seeking a*

## Superintendent/ Principal



Hughes-Elizabeth Lakes Union School District

## The Position

The Board of Trustees of the Hughes-Elizabeth Lakes Union School District invites applications for the position of Superintendent/Principal from qualified and dedicated professional educators who enjoy working in a small, rural school district. The ideal candidate will be someone who is a visionary leader with excellent communication and interpersonal skills that is able to build strong stakeholder relationships and coalitions both inside and outside the school community for the benefit of children. This person must be a "generalist" with the knowledge and ability to organize and manage all facets of a Kindergarten through grade eight school system and who is able to understand and appreciate the culture, mores, traditions and history of a small and intimate school district set within a rural community.

The successful candidate will have a track record of strong instructional leadership whose enthusiastic and engaging style generates an open and forward thinking organization which is inclusive of all aspect of the school community. With an approachable and collaborative style, the successful candidate must have firm grasp of school finance, Common Core Standards and instruction, and be creative as to financial options for a small school and community.

## The Community

Located west of the Antelope Valley, the Hughes-Elizabeth Lakes Union School District and the beautiful communities of Lake Hughes, Elizabeth Lake and Green Valley, are situated on the southern flank of the Portal Ridge at an elevation of 3,300 feet, adjacent to the Castaic Lake State Recreation Area in Los Angeles County.

In addition to enjoying the amenities offered by the metropolitan area of Los Angeles, an hour's drive to the south with beaches, fine restaurants, cultural attractions and institutions of higher learning, residents of this area experience the quiet, outback life of a region that is home to the Hughes and Elizabeth Lakes recreation area. Locals and visitors enjoy hiking, camping, mountain biking, bird-watching, outdoor photography, fishing and snow skiing, and the products of local farmers.

Another feature of the communities comprising the Hughes-Elizabeth Lakes Union School District is the availability of housing. In the expensive southern California market, this part of Los Angeles County offers some of the most beautiful and affordable housing in the region, many with acreage.

## The District

Living the motto, "*A small school where children come first*", the Hughes-Elizabeth Lakes Union School District enrolls approximately 250 students from Kindergarten through 8th grade on a single site, from the communities of Lake Hughes, Elizabeth Lake and Green Valley, as well as parts of Leona Valley and Pine Canyon. The school enjoys an outstanding reputation in these and surrounding communities with one of the smallest class sizes in Los Angeles County.

The educational needs of the student population are met through comprehensive programs including Special Education, English-Language Learners, Gifted and Talented, academic interventions, student counseling, outdoor education and an annual experience in Washington, D.C. for 8th grade students. The ethnic composition of the student body is 71% White, 23% Hispanic, 1% Asian and 1% African-American.

## 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

- Masters Degree required
- California Administrative Credential required
- California teaching credential required
- Classroom teaching experience required, preferably K-8
- Site level administrative experience required
- District level administrative experience preferred

## Personal Characteristics

- A "people person" who is open, approachable, accessible, possesses exceptional empathetic listening skills and can effectively communicate
- A "hands on" leader able to wear many hats in a small school environment
- Able to know, appreciate and work effectively with all populations of a small socio-economically diverse community to build bridges and coalitions for the benefit of children
- Respects, supports and encourages involvement of parents and parent organizations
- A visionary leader who fosters openness, collaboration and inclusiveness with all groups
- An energetic inspiring, motivational person
- Honest, ethical, forthright and trustworthy in dealings with Board, staff and community

## Personal Characteristics, con't

- Positive and confident in their leadership abilities
- Able to build a climate of trust and respect among all stakeholders and the district
- Possesses a sense of humor
- An innovative leader who can "think out of the box" and stimulate fresh ideas
- A consensus builder capable of building an atmosphere of teamwork and engaging thoughtful and meaningful involvement of all stakeholders
- Courageous, willing to deal with difficult situations, publicly take a stand on recommendations, articulate the reasons for decisions and do the right thing for all students
- Able to implement and support a consistent student discipline program
- Has an understanding of the community and a commitment to being an active participant in the life of the community

## Professional Skills and Abilities

- Keeps students as the central focus of decision making
- Able to serve as a K-8 principal, maintaining high standards of student academic achievement and behavior
- Able to ensure an open, transparent process in budgeting and business operations and can explain district finances and fiscal challenges to stakeholders
- A strong instructional leader who knows Common Core Standards, instruction, current research, reform efforts, and best practices
- Able to demonstrate effective instructional practices, working with staff in a mentoring/coaching relationship
- Possesses collective bargaining knowledge and negotiation skills
- Has successful experience in building and maintaining positive relationships and trust with employees and their associations
- Able to work in a small school and community environment
- Works effectively and efficiently to implement Board actions, foster a common vision and commitment, and maintains a strong governance team model and establish strong superintendent/Board relations
- Works openly with the Board to ensure that its members receive all relevant information in a timely manner, including advice and recommendations necessary to make informed decisions
- Effectively and timely communicates with the Board on all aspects of the district