

## Application Procedures

All applications will be held strictly confidential. Each applicant is required to follow the procedures listed below. Those applicants wishing additional information should contact the Board advisor, Dr. Alan Rasmussen at 714-907-3634.

All applicants must provide the following items by the closing date of **July 3, 2017 by 5:00 pm** 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 downloaded via Dave Long & Associates web page at DLAssoc.com.
- A personal letter of application stating reason for interest in the Acton-Agua Dulce 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 arrange to have all of the above items submitted to the DLAssoc.com website not later than 5:00 pm, on July 3, 2017.**

## Selection Procedure

A professional screening committee will evaluate the qualification 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 professional screeners, the Board will select and interview a select number of top candidates.

The Board will select 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 and Contract Terms

The Acton-Agua Dulce Unified School District Board of Trustees will offer a competitive and negotiable salary, plus fringe benefits, to the successful candidate based on the individual's experience and qualifications. The Board intends to offer a multi-year contract.

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.

## Board of Trustees

	Term Expires
Michael Fox, President	2020
Ed Porter, Vice President	2018
Ken Pfalzgraf, Clerk	2018
Mark Distaso, Member	2017
Larry Layton, Member	2020

## Applications Close

**July 3rd, 2017 (5:00 pm)**



**Executive Search Services**



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**SUPERINTENDENT**

## The Position

The Board of Trustees of the Acton-Agua Dulce Unified School District is seeking a Superintendent with strong school district and community leadership skills who is committed to academic excellence for all students. The ideal candidate will be a generalist with experience in all areas of district administration including instruction, finance, personnel and special education. The ideal candidate must also be highly skilled as a leader with exceptional communications skills.



## The Community & District History

The Acton Agua-Dulce Unified School District was established in 1881 and has the distinction of being one of the oldest districts in the state of California. The Soledad School District proudly served the needs of students in grades K-8 until 1993, when the district became a K-12 unified district with the formation of Vasquez High School. Today, the Acton Agua-Dulce Unified School District has over 1650 students distributed among five campuses. They serve students over a 200-square mile radius. The District is comprised of one elementary school, a junior high school, and a high school.



## The Community & District History, con't

The District is committed to pursuing and maintaining educational excellence to achieve academic distinction at all campuses. They are committed to a vision of developing their youth into productive and creative individuals who can achieve their highest degree of potential and who will responsibly shape our future. The District currently operates fifteen Charter schools with an ADA of approximately ten thousand students.

## Selection Criteria

The following criteria will be used in the screening of applicants and in the ultimate selection of the superintendent:

### Professional Experience and Preparation

- Appropriate administrative credentials and academic training to meet the demands of the position
- Experience as a classroom teacher
- Current or recent experience serving in an administrative position as a superintendent, district office administrator, or as a site principal
- Master's degree required

### Personal Characteristics

- Has high integrity and is honest, consistent, and fair
- Has excellent communication skills and is easily approachable
- Is an enthusiastic and energetic team builder who is willing to recognize the abilities and contributions of all district staff, community members, and parents
- Is a proactive, creative, and innovative problem solver
- Is highly visible and active in the community, schools, and worksites and is committed to becoming part of the community the school district serves
- Possesses ability to assign responsibility, delegate authority and insist on personal and staff accountability, and to recognize exceptional performance
- Has a high level of energy, enthusiasm, and motivation, with a strong work ethic and highly professional demeanor
- Is a creative and innovative leader who has the courage to deal with difficult issues and remain focused and positive in stressful situations

## Professional Skills and Abilities

- Is a strong leader with a vision of where the district might go and what the district might become; can articulate that vision, incorporate other points of view, and decisively lead the district
- Has demonstrated ability to manage the district's finances, facilities, and resources in a responsible manner, as well as the ability to seek and find new funding sources
- Can work effectively with the Board and provide the Board with relevant, timely, and accurate information, alternatives, and recommendations to make informed decisions
- Has a commitment to academic excellence and a clear vision for education that maintains a focus on improving student performance
- Demonstrates an understanding of collective bargaining and the ability to create a positive climate in employer/employee relations
- Successfully pursues and develops close working relationships with public agencies in joint projects and community partnerships to provide additional resources and programs to the school district
- Has knowledge and /or experience in Charter School oversight and operations
- Has the ability to create a district climate of cooperation and collaboration in working with staff, parents, and community members
- Work effectively and efficiently to implement Board actions, foster a common vision and commitment, maintain a strong governance team model and establish strong superintendent/ Board relations
- Demonstrated success in managing educational programs that serve students who are socio-economically challenged, have special needs, or are English language learners
- Communicate regularly and openly with all segments of the schools and the community, while being visible in the schools and community.

