

## 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 advisors Drs. Patricia Novotney at 760-567-5590 and/or Joe Condon at 310-901-3749.

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

### DLAssoc.com

El Segundo Unified School District  
c/o Drs. Patricia Novotney or Joe Condon  
Dave Long & Associates, Executive Search Services

All applicants must provide the following items by the closing date of **May 12, 2014 (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 completed via Dave Long & Associates' web page at **DLAssoc.com**.
- A personal letter of application stating reason for interest in the El Segundo 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
- Copies of California administrative credentials

It is the applicant's responsibility to arrange to have all of the above items submitted to the DLAssoc.com website no later than **5:00 PM on May 12, 2014**.

## 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 screening committee, the Board will select and interview a select number of top candidates.

## Selection Procedure, con't

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 El Segundo 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
Laura Gabel, President	2015
Dr. Jeanie Nishime, Vice President	2015
Jim Garza, Clerk	2017
Dr. Bill Watkins, Member	2017
Emilee Layne, Member	2017

**Application Timeline  
May 12, 2014 (5:00 p.m.)**



**Executive Search Services**



**EL SEGUNDO**  
Unified School District

*is seeking a*

**SUPERINTENDENT**



## The Position

The Board of Trustees of the El Segundo 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 someone who is an inclusive and engaging leader with exceptional communications skills whose open door style results in developing a strong and collaborative organization nimble enough to address the changing educational and financial environment while leading the district into increasingly challenging times. The superintendent must be an instructional leader with experience in all areas of district and school administration, including instruction, classroom teaching, finance, budget, personnel and special education. The superintendent must also be highly visible at District and community events and commit to become active in the life of the El Segundo community.

## The Community

Located south of the Los Angeles International Airport in the South Bay of Los Angeles County and bordering the Pacific Ocean, the community is minutes from the art and cultural attractions of both Los Angeles and Orange counties while driving distance to mountain and desert resorts. From the early Indian families who made their home along the Pacific Ocean to the aerospace engineers and scientists who make El Segundo home today, one factor has remained constant... the quality of life for El Segundo residents. The community received its name as it is the location of the Standard Oil Company's second refinery, which still operates today.

El Segundo seems to attract and hold its citizens as many of the residents today were raised in the community and either remained in or returned to city as third and fourth generation citizens are common. The attraction of the old time small town environment combined with 12 Fortune 500 companies and a U.S. Air Force Base seems to engender loyalty for this unique community that prides itself as the "Aerospace Capital of the World."

## The District

The El Segundo Unified School District enrolls approximately 3400 students, is blessed with outstanding civic support and is considered to be at the heart of the community. The enriched programs offered to students are in part the result of a unique relationship between the District, the City of El Segundo and the El Segundo Education Foundation. In recent years, District facilities have been modernized thanks to the history of positive voter response to the need for improvements, including the restoration of the high school which is a historic icon in the community. The Education Foundation is extremely vibrant and over the years has contributed hundreds of thousands of dollars in cash, equipment and assistance to the children of El Segundo.

**El Segundo Unified School District  
Socio-Economic Indicators:**

School	Enrollment	Free/Reduced Lunch
Eagles Nest Preschool	182	N/A
Center St. Elementary	747	116
Richmond St. Elementary	603	65
El Segundo Middle School	787	87
El Segundo High School	1274	161
Arena Virtual High School	24	0

## Selection Criteria

The following criteria represent standards to be used in the evaluation of applicants and in the selection of the superintendent:

### Professional Preparation

- *Required* - classroom teaching experience
- *Required* - school site administrative experience required
- *Required* - district office leadership experience
- *Preferred* - doctorate degree
- Instructional background
- Knowledge of Common Core and 21st Century teaching and learning
- Experience with educational foundations

### Personal Characteristics

- High Energy
- Enthusiastic
- Passionate about educational leadership
- Able to gain the respect of the entire community
- Collaborative leadership style
- Team builder
- Visionary leader

### Professional Skills and Abilities

- Able to represent the District with all segments of the community
- Able to lead in a small and engaged community
- Able to build strong and effective interpersonal relationships
- Transparent leadership style
- Able to work effectively with all stakeholders – Board, parents, students and employees