

## Professional Skills and Abilities con't

- Effectively and timely communicates with the Board on all aspects of the district

## 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. Joseph Condon at 310-901-3749 or

Dr. William Diedrich at 760-219-5873

Applications must be submitted **online** to:

### DLAssoc.com

Hughes-Elizabeth Lakes Union School District  
c/o Drs. Joseph Condon and William Diedrich, Advisers  
Dave Long and Associates, Executive Search Services  
31500 Grape Street, Ste. 3, #412  
Lake Elsinore, CA 92532-9702

All applicants must provide the following items by the closing date, **Monday, November 16, 2009 (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 and 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

It is the applicant's responsibility to submit placement papers or reference letters **online** by the **Monday, November 16, 2009 (5:00 p.m.)** deadline.

## Selection Procedure

The Advisers will evaluate the qualifications of each applicant. The Board and the Advisers 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 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
Lola Skelton, President	2013
Zach T.J. Mercier, Vice President/Clerk	2013
Melanie Dohn, Member	2013
John Sharp, Member	2011
Mary Wall, Member	2011

## Applications Close

**Monday, November 16, 2009 (5:00 p.m.)**

Interviews are tentatively scheduled for December 8 and 9, 2009.

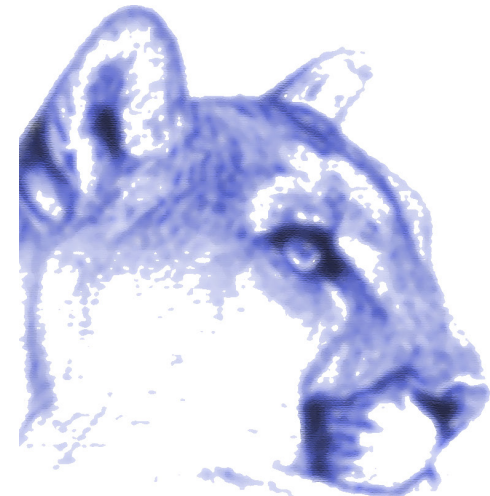


## Executive Search Services

# Hughes-Elizabeth Lakes Union School District

*is seeking a*

## Superintendent/ Principal



Los Angeles County, California

Hughes-Elizabeth Lakes Union School District

## The Position

The governing board 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 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 school district and rural community.

The successful candidate will be a strong instructional leader who is intent on maintaining and improving the high academic and behavioral standards for ALL students. They will have the requisite understanding and skills to effectively provide the appropriate professional development for an involved staff and community. This person will also embrace and demonstrate a collaborative, inclusive leadership style.

## 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 hours 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.

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.

## The District

Living the motto, ***“A small school where children come first”***, the Hughes-Elizabeth Lakes Union School District enrolls approximately 350 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 the smallest class sizes in Los Angeles County while maintaining class size reduction in grades K through 3.

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 81% White, 11% Hispanic and 8% other.

## Selection Criteria

The following criteria represent standards that will 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 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

### Personal Characteristics con’t

- Honest, ethical, forthright and trustworthy in dealings with Board, staff and community
- 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
- Actively networks in order to bring the best to the District
- Works collaboratively to establish important systems in the school
- Has an understanding of the community and a commitment to being an active participant in the life of the community
- Able to balance the demands of their personal and professional lives

### 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 K-8 curriculum and instruction, current research, reform efforts, mandates 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
- 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
- Work 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