

## 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 consultant:

Dr. Wendell Chun at (209) 613-2409

Applications must be submitted **online** to:

### DLAssoc.com

Big Oak Flat-Groveland Unified School District

c/o Dr. Wendell Chun, Consultant

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, **June 30, 2010 (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 the Dave Long & Associates web page at DLAssoc.com.
- A personal letter of application stating reasons for interest in the Big Oak Flat-Groveland Unified 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 **June 30, 2010 (5:00 p.m.)** deadline.

## Selection Procedure

A professional screening committee of respected educational leaders will evaluate the qualifications of each applicant. The board appointed Superintendent/Principal Selection Advisory Committee and the professional screening committee will use the described criteria during the screening, interviewing and final decision-making process. After receiving the report of the professional screening committee, the Superintendent/Principal Selection Advisory Committee will select and interview the top candidates.

## Selection Procedure, con't

The Superintendent/Principal Selection Advisory Committee will recommend to the board candidates for the final interviews. The board will conduct the final 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 Big Oak Flat-Groveland Unified 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
Ian Morcott, President	2010
Lori West, Clerk	2012
Gloria Marler, Member	2010
Paul Spring, Member	2010
Vacant Position	2012

## Applications Close

**Wednesday, June 30, 2010 (5:00 p.m.)**

Interviews are tentatively scheduled for July 29 and 30, 2010.



**Executive Search Services**

# Big Oak Flat-Groveland Unified School District

*is seeking a*

# Superintendent/ Principal



*Tuolumne County, California*

## ***The Position***

The Board of Trustees of Big Oak Flat-Groveland Unified School District invites qualified, successful leaders to apply for the position of superintendent/principal.

The ideal candidate will be someone who is a strong leader with excellent communications and interpersonal skills.

The superintendent/principal must be a “generalist” with experience in all areas of district and school administration, including instruction, finance, budget, and personnel administration.

The successful candidate will also be someone committed to becoming part of a rural community and being highly visible and involved in the Groveland community and schools.

## ***The Community***

Located on Highway 120 and 26 miles from the Yosemite Park entrance, the historic community of Groveland borders the Stanislaus National Forest and is the most convenient gateway to Yosemite National Park.

These wilderness areas offer a wealth of outdoor opportunities including hiking, birding, wildlife watching, photography, stargazing, horseback riding, water activities, fishing, biking, winter sports, and more.

Groveland is also home to a great “downtown” with a park, shops, restaurants, and the famous/infamous Iron Door Saloon said to be California’s oldest continuously-operating saloon.

## ***The District***

Big Oak Flat-Groveland Unified School District has an enrollment of about 424 students. Schools in the district include Don Pedro High School (42 ADA), Tenaya Elementary School (290 ADA), and Tioga High School (92 ADA). The district also has Moccasin and Don Pedro Community Day Schools.

Tioga High School has been designated as a California Distinguished School. In 2009-2010 Tenaya Elementary School was honored with a Title I Academic Achievement Award with an Academic Performance (API) score of 816.

The district’s annual general fund budget is approximately \$5.3 million. The district currently employs 31 certificated staff and 18 classified staff.

The student population includes approximately 72% Caucasian, 18% Hispanic, 1% Asian, 1% African American, and 8% other students.

Community involvement in the district is excellent. In 2006, the community passed Measure M, a \$9.3 million bond to improve school facilities.



## ***Mission Statement***

The mission of Big Oak Flat-Groveland Unified School District is to provide each student a quality education in a Safe and Healthful Learning Environment.

## ***To Achieve Our Mission We Will***

- Make Decisions and Policies that Support our Mission
- Instill Dignity, Respect, Responsibility, and Tolerance while educating the Whole Child
- Maintain a Safe and Healthful Environment
- Be Fiscally Responsible
- Be Supportive of Staff and Students
- Provide the Structure and Support for K-12 Articulated Programs that Meet or Exceed State Standards
- Recruit and Retain Quality Staff
- Maintain and Update Campus Facilities
- Cultivate and Maintain Partnerships with Students, Parents, Staff and Communities

## ***Selection Criteria***

The following criteria represent standards that will be used in the evaluation of applications and in the selection of the superintendent/principal.

### ***Professional Experience and Preparation***

- Masters degree and administrative credential required
- Superintendent experience desirable
- Principal experience desirable
- Classroom teaching experience required, preferable at various levels K-12

### ***Personal Characteristics***

- Has high integrity and is honest, fair, and trustworthy
- Is accessible and easily approachable and has an “open door” policy
- Is a “people person” with strong public and human relations skills and a sense of humor
- Is a strong leader who can make the tough decisions in the best interests of students, hold firm, and follow through
- Has excellent communications and listening skills
- Is highly visible and active in the community and schools and is committed to becoming part of the rural community the school district serves
- Accepts responsibility and holds staff accountable
- Has 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***

- Has a commitment to academic excellence and a clear vision for education that maintains a focus on improving student performance
- Has the ability to work effectively with the Board and provide the Board with relevant, timely, and accurate information, alternatives, and recommendations to make informed decisions in a timely manner
- Has a balanced leadership at the superintendent and principal levels, wears “two hats” effectively
- Has excellent school finance and budgeting skills and the ability to seek and find new funding sources
- Has excellent knowledge of K-12 curriculum and instruction, with teaching experience at various levels K-12
- Has experience in working with schools in Program Improvement status and success in improving student achievement
- Has excellent team building skills and the ability to create a positive climate in employer/employee relations