

## **DISTRICT POSITION: SUPERINTENDENT**

**BASIC FUNCTION:** Under the direction of the Board of Trustees, perform the mandatory responsibilities of the position as defined by law or policy; supervise, evaluate, and provide work direction to assigned personnel. The Happy Valley District Governing Board seeks an experienced student-focused leader with excellent communication skills, high standards, personal integrity, and a strong character that places high value on the importance of the Happy Valley community. The Governing Board understands that candidates are likely to possess traits and skills in varying degrees and seeks an individual who demonstrates the "best fit" for the position and community with the ability to oversee all aspects of the district's and school operational policies, objectives, and initiatives.

### **The Governing Board Seeks a Superintendent Who:**

- Promotes the success of all students and supports the efforts of the Board of Trustees to keep the district focused on learning and achievement;
- Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents, and the community;
- Creates a school and district culture that promotes respect, school spirit and a positive, collaborative environment;
- Is a visionary leader and strategic planner that seeks and transforms ideas into reality, builds a culture of trust and problem-solving through collaborative continuous self and organizational improvement;
- Understands and possesses the skills and abilities to be an effective Principal and Superintendent of a small school district;
- Values and understands the Happy Valley community with ability to maintain the confidence of the community;
- Possesses and has demonstrated the fiscal skills and abilities to maintain and expand school and foundation revenue;
- Is a student-centered, culturally competent leader who is passionate that every child receives the best education possible, while providing the leadership necessary to develop the District's instructional programs effectively further;
- Demonstrates strong communication skills, both oral and written and across social media platforms;
- Has knowledge in public school finance with facilities and experience related to bond programs
- Has a strong background in curriculum and instruction, special education, and social emotional learning.

### **REPRESENTATIVE DUTIES:**

- Establish District-wide goals and objectives and evaluation processes.
- Provide teachers and staff with social emotional learning and trauma informed support and resources.
- Develop and evaluate formal District policies and procedures.
- Serve as Secretary to the Board; assist the Board and individual members in the development of basic competencies and skills.
- Encourage, enlist and steward the fundraising efforts of the Happy Valley Endowment Fund to reach the goal of \$4 million dollars.
- Identify, plan, implement and evaluate education growth programs.

- Assist and support subordinates in the process of needs assessment, setting objectives and evaluation of performance.
- Prepare and deliver effective oral presentations.
- Establish and maintain cooperative and effective working relationships with all stakeholders.
- Train, supervise and evaluate personnel.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work confidentially with discretion.
- Accept and carry out responsibility for direction, control, and planning.

**EDUCATION AND EXPERIENCE:**

- Master's degree or higher.
- Experience as a teacher, Principal, followed by district level leadership is strongly desired.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Administrative Credential
- Either Teaching Credential or PPS Credential is preferred
- Valid California driver's license.

[Click here to download an informational flyer for this position.](#)

If you are interested in applying for this position, please email [corrie@ssda.org](mailto:corrie@ssda.org) to request an application.