

## 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 CSBA adviser at (916) 669-3297. For duplication purposes, please do not bind application materials.

*Applications are to be sent to:*

**John Swett Unified School District**  
c/o Dr. Elaine Collins, Consultant  
California School Boards Association  
Executive Search Services  
3100 Beacon Blvd., Suite John Swett  
West Sacramento, CA 95691

All applicants must provide the following items by the closing date, **August 27, 2008(5:00 p.m.)**, to be considered:

- A completed *Application Information Form*. (Please complete as instructed; do not complete by stating "see attached résumé".) The *Application Information Form* and brochure may be downloaded via CSBA's Web page at [www.csba.org/es.aspx](http://www.csba.org/es.aspx)
- A personal letter of application stating reasons for interest in the John Swett Unified School District superintendent position
- A résumé 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 placement papers or reference letters forwarded in time to meet the **August 27, 2008 (5:00 p.m.)** deadline. Additional brochures may be requested by calling the CSBA 24-hour *Brochure Request Line* at (916) 669-3296.

## SELECTION PROCEDURE

A professional screening committee will evaluate the qualifications 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 the 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.

Interviews are tentatively scheduled for September 26, 27 and 28, 2008.

Travel expenses for those candidates selected for the interviews will be the responsibility of the candidate.

## SALARY AND CONTRACT TERMS

The John Swett Unified School District Board of Education will offer a salary of \$155,000 (competitive and negotiable) including fringe benefits to the successful candidate, based on that individual's experience and qualifications. The board intends to offer a multi-year contract.

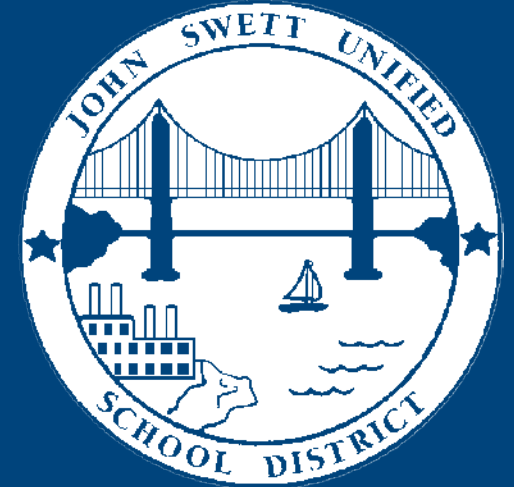
It is the candidate's responsibility to provide the district with employment eligibility and verification of citizenship in compliance with the Immigration Reform and Control Act.

## BOARD OF EDUCATION

	Term Expires
William Concannon, President	2010
Brian Colombo, Clerk	2010
Norma Clerici, Member	2008
Holly Myers, Member	2008
Benita Shaw-Malone, Member	2008

## APPLICATIONS CLOSE

**August 27, 2008 - (5:00 p.m.)**



is seeking a

# SUPERINTENDENT



 California School Boards Association

## THE POSITION

The Board of Education invites qualified, experienced and successful educators to apply for the position of superintendent. As chief executive officer for the district, the superintendent will provide overall leadership for the educational program in the district and be well prepared in the areas of curriculum and instruction, finance, human resources, facilities and community relations. The ideal candidate will appreciate the uniqueness of the small town atmosphere of the area and will become a vital part of the community. The new superintendent will have demonstrated success in improving student achievement and will provide collaborative leadership in working with staff and parents to provide an exemplary program for students.

## THE COMMUNITY

The John Swett Unified School District is located in northwest Contra Costa County east of San Francisco Bay along the Carquinez Strait. The colorful history of the area reflects that it was once home for Ohlone Indians, followed by Spanish explorers and resulting land grants and settlements. In the late 1800s a meat packing plant and a sugar refinery were established and a new railroad provided transportation. That era also saw the advent of the petroleum and refining industry and the ConocoPhillips Rodeo Refinery still operates in the area.

The district serves students from the communities of Crockett, Rodeo and Port Costa as well as part of the city of Hercules. With San Francisco 28 miles away, the communities are within easy travel distance to the many cultural and recreational activities that the Bay Area is noted for. Although part of the Bay Area, the communities retain a small town charm. Residents are a mix of professionals, technicians, writers, artists and small business owners who like the area for its central location and friendly atmosphere. Housing is less expensive than in many surrounding locales and a variety of housing

styles and price ranges are available. Service clubs, recreation groups, homeowners associations and advisory councils work to see that the tremendous potential of the area is realized. Fishing, hiking, wind surfing and baseball are favorite pastimes. Community members are supportive of the schools and take pride in the accomplishments of students.

## THE DISTRICT

John Swett Unified School District is a K-12 district which serves 1,745 students in four schools: John Swett High School, Carquinez Middle School, Rodeo Hills Elementary School and Willow High School, which offers a continuation school, an opportunity program and independent study. The district employs 115 certificated staff members and 81 classified staff members. The general fund budget is approximately \$15 million. The student population reflects the demographics of the community with 25 percent Caucasian, 24 percent African American, 23 percent Hispanic, 12 percent Filipino, 9 percent Asian, 2 percent American Indian and 1 percent Pacific Islander.

A highly competent and caring teaching staff provides a sound instructional program for students. The district has partnered with local businesses to develop the John Swett High School Careers Academy that offers introductory motivational experiences in various potential careers for students. With a new elementary school and a new district office, the district has the funds for upgrades at the other three schools. The district is fiscally sound and the John Swett Education Foundation works to provide additional resources for students.

## DISTRICT MISSION

The John Swett Unified School District's dedicated professionals work together for the good of all of our students, focusing on promoting higher student achievement by motivating and challenging every student to strive enthusiastically toward academic and personal success.

## DISTRICT BELIEFS

- All students can and must experience success in their own learning.
  - Professional staff must put forth high quality effort, employ multiple teaching strategies and work as a team to educate our students.
  - Professional staff and students are responsible for the quality of the educational experience and all will be accountable for it.
  - All people deserve to be treated with respect and are expected to treat all others with respect.
  - Partnerships among professional staff, students, parents, and community are most effective when positive attitudes are sought, encouraged and shared.
- More information regarding the district may be found on the district Web site at [www.jsusd.k12.ca.us](http://www.jsusd.k12.ca.us).

## SELECTION CRITERIA

The following criteria represent standards to be used in the evaluation of applications and in the selection of the superintendent.

### PROFESSIONAL EXPERIENCE AND PREPARATION

- Master's degree required
- Principal experience required
- Classroom teaching experience required
- Experience as a superintendent, assistant superintendent or district office administrator preferred

### PERSONAL CHARACTERISTICS

- Approachable; has a personable and outgoing style of management
- A good listener who seeks to understand divergent views
- Honest and straightforward with high personal standards and ethics
- Shows creativity and is an innovative problem solver

- A team builder who brings people together to work toward a common purpose
- Motivates and inspires others to do their best work
- Appreciates the unique small town atmosphere of the John Swett area
- Displays a sense of humor
- Genuinely cares about students and their success
- Interested in becoming part of the community; a community leader

### PROFESSIONAL SKILLS AND ABILITIES

- Highly visible in the schools and classrooms; knows staff members
- Displays an entrepreneurial spirit in gaining financial support for the district
- Expertise in the area of curriculum and instruction; provides leadership to improve student achievement
- Successful experience in working with an economically and culturally diverse student population
- Courageous in taking on and resolving difficult issues
- Able to develop and promote a vision for the district that focuses on excellence
- Expects quality classroom teaching; relentless in expecting the best from students and staff
- Fiscally responsible; able to communicate budget information in a clear understandable manner
- Promotes parent participation and support in district activities
- Expertise in the area of facilities, building renovation and construction
- Works collaboratively with the board; provides information in a timely manner
- Experienced in small district leadership; able to "wear many hats"
- Focuses on the classroom by providing teacher training and support
- Provides leadership for principals and serves as a mentor