

understands the importance of collaborating with the city, nearby school districts and the community.

- Has demonstrated the ability to effectively integrate technology into the academic program.
- Has the proven ability to lead a district through new construction and modernization projects.

## 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 consultant at the California School Boards Association at (916) 669-3297.

### Applications are to be sent to:

New Haven Unified School District  
c/o Barry Reed, Consultant  
California School Boards Association  
3100 Beacon Blvd., Suite HAVEN  
West Sacramento, CA 95691

All applicants must provide the following items by the closing date, **Monday, September 29, 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 New Haven Unified School District superintendent position.
- A résumé providing biographical background information about educational preparation, experience and achievements.
- A placement file and/or five **current** letters of professional reference 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 **Monday, September 29, 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 of respected educational leaders will evaluate the qualifications of each applicant. The board and 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 the candidates to be interviewed.

Both the board and the superintendent search advisory committee consisting of staff and community members will interview the selected candidates separately on the same day(s). After the interviews, the SSAC will report to the board the perceived strengths and weaknesses of the candidates. The board will select candidates for the final interviews, conduct the interviews and select the superintendent. Any applicant who contacts a member of the board or SSAC 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 & Contract Terms

The Board of Education will offer a multi-year contract to the successful candidate. The salary will be competitive and negotiable based on experience and qualifications. The current superintendent's contract is a four year contract with a 215 workday year which includes 30 paid vacation days and lifetime benefits.

Start date is as soon after the selection as possible.

## Applications Close

Monday, September 29, 2008 (5:00 p.m.)

## Interviews

Tentatively scheduled for October 16, 17 and 18, 2008

## Board of Education

	Term Expires
Kevin Harper, President	2008
Gertrude Gregorio, Clerk	2010
Gwen Estes	2010
Jonas Dino	2008
Jenn Stringer	2008



# New Haven Unified School District

*is seeking a superintendent*



Alameda County, California



## The Position

The Board of Education of the New Haven Unified School District seeks a superintendent who will help lead the district in achieving its mission:

*The mission of the New Haven Unified School District, a partnership of students, families, staff and our richly diverse community, is*

*to develop and empower EVERY student to be a productive, responsible and successful global citizen by creating an exemplary, inclusive educational system characterized by a safe, caring learning environment and a challenging comprehensive curriculum that ensures academic proficiency.*

The ideal candidate must be a forthright educational leader, committed to excellence for all students, with an ability to continue to grow an atmosphere of integrity and trust among all segments of the district and the community.

## The District

The New Haven Unified School District is located in the San Francisco Bay Area, and serves Union City and part of south Hayward. The district, created in 1965, has an enrollment of approximately 13,000 students. It includes seven K-5 elementary schools, two 6-8 middle schools, James Logan High School (which with an enrollment of approximately 4,000 students is one of the largest comprehensive high schools in California) and a continuation high school. The district also provides services such as home schooling, mid-year kindergarten and independent study at a student support

center, as well as an adult education program for approximately 5,000 students.

In the fall of 2005, more than 150 students, parents, teachers, classified employees, administrators and community members crafted a strategic plan that was approved by the Board of Education. The strategic plan, which was reviewed in November 2007, is being used to drive budgeting and decision-making through 2010-11.

Like many districts, New Haven faces the dual challenges of declining enrollment and increased emphasis on student achievement. The district closed an elementary school in 2007 and a middle school in 2008, part of a determined effort to redirect resources from facilities and operations to teaching and learning. At the same time, the district has implemented programs to reform the curriculum, raise standards and expectations, and improve student performance at all grade levels. The latest standardized test scores show impressive gains.

The district is committed to providing equity, stability and quality for all students. New Haven graduates will be college-prepared and workforce-ready.

## The Community

The New Haven community, including all of Union City and part of south Hayward, is vibrant and diverse. The rich diversity is reflected in the district's ethnic breakdown: approximately 30 percent Hispanic, 25 percent Asian, 18 percent Filipino, 15 percent Caucasian and 12 percent African American.

New Haven voters have shown support for the district by passing four facilities bonds in the past 20 years, the most recent of which was a \$120 million measure in 2003.

Local residents enjoy both a small-town atmosphere and the amenities of Bay Area living with proximity to San Francisco, San Jose and Oakland. The area is served by an excellent freeway system, rapid transit and three international airports. There are many options for secondary

education, including both public and private universities and community colleges. Year-round, the weather is excellent, and social, cultural and recreational activities abound.

## Selection Criteria

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

### Professional Experience & Preparation

- Master's degree required, doctorate preferred
- Classroom teaching experience preferred
- Unified school district administrative experience preferred
- District office experience as a superintendent or assistant superintendent preferred

### Personal Characteristics

The ideal candidate:

- Has communication skills, both oral and written, with a record of effective communication with staff, the board and community.
- Is an accessible, active listener with a commitment to the district and the community.
- Has the ability to listen and be open to new ideas and divergent opinions, and to secure



the meaningful involvement of staff, parents and community.

- Has the qualities of courage, foresight, integrity and forthrightness in dealing with staff, parents, community and the board.
- Is people-oriented; a motivator who shows compassion in working

with people and in communicating with the board, staff and parents.

- Has the ability to inspire others, delegate and involve affected personnel and communities in the decision-making process.
- Has demonstrated the ability to create a district climate of cooperation and collaboration.
- Recognizes that all staff members are integral to the success of the district.

### Professional Skills and Knowledge

The successful candidate:

- Has the ability to work openly with the board to ensure that its members receive all relevant information, advice and recommendations necessary to make informed decisions.
- Demonstrates commitment to academic excellence and to the maintenance of high academic standards.
- Has a successful record of being sensitive and responsive to the unique needs, concerns and aspirations of all segments of the community, which include but are not limited to the diverse ethnic, multi-cultural, multi-lingual and socioeconomic constituencies.
- Is a visible and articulate spokesperson for the district; is actively involved in the schools and community; has the ability to interact with and support parent and community groups.
- Has demonstrated the ability to manage district finances and resources in a responsible and prudent manner, as well as the ability to seek and find new funding resources.
- Views the schools as an integral part of the community and actively collaborates with other agencies and groups to maximize resources.
- Has a record of creating a district climate of cooperation and collaboration with employee groups; a proven track record in employee negotiations; a team leader as well as a team member who is willing to take reasonable risks.
- Has the ability to represent the district in its relationship with other government agencies;