

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:

Oak View Union

Elementary School District

c/o Molly McGee-Hewitt, Director
California School Boards Association
Executive Search Services
3100 Beacon Blvd., Suite Oak View
West Sacramento, CA 95691

All applicants must provide the following items by the closing date, **March 4, 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.
- A personal letter of application stating reasons for interest in the Oak View Union Elementary School District superintendent/principal 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 **March 4, 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 Criteria

A professional screening committee 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 reviewing 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.

Travel expenses for those selected for the initial interview will be the responsibility of the candidate.

Salary and Contract Terms

The Oak View Union Elementary School District will offer a salary that is competitive and negotiable to the successful candidate, based on that individual's experience and qualifications

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
Carol A. Pehl, President	2010
Mark Huft, Member	2010
Jeanne Pearson, Member	2010
Greg Rausser, Member	2008
Stan Seifert, Member	2008

Applications Close

March 4, 2008 (5:00 p.m.)



Oak View Union Elementary School District

is seeking a

Superintendent/ Principal

San Joaquin County, California



Oak View Union Elementary School District

A Special Opportunity

The Governing Board of the Oak View Union Elementary School District is seeking applications for the position of superintendent/principal. This opening exists due to the retirement of their current superintendent. The board is looking for a special individual with outstanding leadership and educational expertise to join their team.

The Oak View Union Elementary School District has a tradition of stable leadership and good governance. Our school has a wonderful faculty and exceptional group of students and parents. We are a non union school district that is proud of our ability to provide a comprehensive educational opportunity to the 390 students that we serve.

Our Governing Board is proud of the stability and consistency that have been hallmarks of our school and our district and our seeking a leader to help us continue this legacy.

The Position

The Governing Board of the Oak View Union Elementary School District is seeking a qualified and competent professional with strong character, excellent communication skills and a proven track record of leadership. We seek a highly motivated individual with a passion for public education who will become an integral and visible member of our community who enjoys working in a small, rural environment. The ideal candidate will appreciate our traditions and embrace our collaborative leadership style.

The Community

The Oak View Union Elementary School District is located in Acampo, California in San Joaquin County. This rural community borders Galt and Sacramento County and is easily accessible from the Sacramento and San Joaquin communities.

The heart of this community is Oak View Elementary School. Generations of Acampo residents have attended this school and are proud graduates. Graduating students attend the Galt Joint Union High School District.

The community includes dairies and a variety of agricultural based businesses.

It is a quiet community with a strong sense of values and support for families.

For additional information about Acampo and San Joaquin County, please visit the following Web sites:

<http://www.co.san-joaquin.ca.us>

<http://www.galtchamber.com>

<http://www.lodichamber.com>

The District

The Oak View School Union District is a one school district that serves 390 students in our K–8 educational programs. Our staff includes 23 classified and 25 certificated employees.

Our students do well academically and our staff works diligently to provide a comprehensive and educationally sound program for each student. Parent support is valued and welcomed in our school.

The Governing Board has worked diligently to maintain strong financial stability for our district and to ensure that tax dollars are spent prudently. Student needs are our top priority in making financial decisions.

Our facility is well maintained. We are currently exploring options to enhance

and expand our school site to better meet the needs of our students.

Selection Criteria

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

Professional Experience and Preparation

- Successful elementary classroom teaching experience
- Experience as an elementary site administrator
- District level experience desirable
- Master's Degree required
- Teaching and Administrative Credential Required

Professional Skills and Abilities

- Understands and is able to do all aspects of the superintendent/principal role
- Has strong leadership skills and is a person with courage who is willing to take risks to achieve educational excellence
- A leader who is able to listen to and collaborate with staff and community, but still make and stand by tough decisions
- Has leadership skills that challenge and motivate others to achieve high levels of performance
- Uses good communication skills; listens, understands, and responds to community, staff, and students — gives clear messages
- Develops trusting relationships throughout the system by holding people accountable, yet recognizing and celebrating success and excellence

- Inspires and encourages creativity in school staff
- Has a strong vision about education and a clear direction that can help improve the education of our children
- Has a strong curriculum and staff development background
- Knows how to budget effectively — is creative in finding and using resources
- Has a working knowledge of California state standards, laws and regulations
- Has the ability to guide and advise the governing board in its different roles, while maintaining his/her responsibilities as chief executive officer
- Is an efficient manager who is comfortable in a multi-tasking environment and is able to delegate as necessary

Personal Characteristics

- Respects and appreciates traditions and the history of the organization
- Has a passion and dedication for the education profession and the children we serve
- A hands-on, visible leader in both the classroom and the community
- Has the ability to bring the community together to continue to support the schools
- Displays honesty and integrity
- Understands the benefits of small/rural schools and communities
- Is a people person with strong public and human relations skills
- Energetic; gets things done
- A confident caring person who has a sense of humor