

Job Opening Announcement & Job Description



PART-TIME SUPERINTENDENT

Supervisor: Mansfield Board of Directors

Location/Assignment: Mansfield School District

Salary Range: \$75,000.00 - \$90,000.00
(plus mileage allowance) *Depending on education and experience*

Conditions of work: 3 days per week, (165-day contract) - *exempt position*

GENERAL DESCRIPTION:

The Superintendent is the Chief Executive Officer of the organization. Under the guidance of the Board of Education, the Superintendent articulates a vision for the organization and carries out its mission by providing leadership and executive direction to the District's schools, personnel, departments, programs, activities and operations.

Qualifications

Required:

- 3-5 years successful experience in education and/or business/military environment.
- Must possess excellent written and oral communication skills and proven ability to build relationships with kids, staff, parents and community members.
- Experience in school/government or business finance with significant levels of responsibility.
- Demonstrated abilities to build a strong culture of caring, service and inspired leadership.
- Experience with iGrant application and management, and state and federal compliance reporting requirements.
- Washington Drivers License required.

Preferred:

- Current Washington Superintendents or Administrators credential or ability to obtain.
- Bilingual preferred but not required.

Skills, Knowledge, and/or Abilities:

- Experience managing and planning multiple projects; developing and administering budgets; and developing effective working relationships with staff.
- Knowledge or demonstrated ability to obtain working knowledge of policies, regulations and/or laws; current trends and practices of curriculum, instruction, and assessment; trends and regulations in school achievement; organizational management including conflict resolution; and budget development and management.
- Ability and proven experience communicating with diverse groups orally and in writing; meeting deadlines and schedules; setting priorities; working as part of a team; flexible and agile to changing schedules and conditions; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality.
- Prefer experience with, and willingness to, support and embrace The Leader In Me Program.
- Knowledge and ability to read and interpret technical information, compose a variety of documents, facilitate group discussions, and analyze situations to define issues and draw conclusions.

Timeline:

Position opens: January 10, 2022

Position closes: February 21, 2022

Interviews week of March 7, 2022

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and sexual misconduct background check.

All Mansfield employees are required to follow the Governor's proclamation 21-14.1 dated August 20, 2021, which requires proof of COVID-19 vaccine or supporting documentation for a valid health or religious exemption.

Mansfield School District an Equal Opportunity Employer

Responsibilities:

- Recommends an annual budget to the Board for approval.
- Recommends approval of contracts, investment policies, tax levies, and bond issues.
- Advises the Board, assists the Board in its formulation of school policies and plans, and oversees the development of Board agenda in consultation with the chairperson.
- Conducts oneself in the best interest of students in accordance with the highest traditions of public education and in support of the District's mission.
- Ensures the District maintains a brand that attracts families and talented employees.
- Represents the District before the public.
- Collaborates with public agencies and business and community groups to enhance the success of the District and its students.
- Maintains effective working relationships with school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
- Complies with all procedures outlined in the Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook and all other Mansfield School District Policies and Procedures.
- Sets a tone that fosters an organizational culture emphasizing integrity, empowerment for all stakeholders, and educational excellence for each student.
- Builds a collaborative vision for the future direction of the organization, and ensures the realization of that vision at all levels of the organization through strategic planning.
- Oversees the establishment, organization, and operation of schools, departments, and services necessary to maximize educational opportunities, outcomes, and the health and safety of all District students and staff.
- Exercises general supervision over all employees of the School District and assigns, alters the assignment, transfers, and recommends for promotion or dismissal of employees of the District, except him/herself.
- Provides necessary leadership and direction to assure that Board policy, Washington law, federal requirements and community needs are translated into effective education programs that are planned, implemented and evaluated.
- Ensures all constitutional or statutory laws, and all Washington Board of Education regulations governing the schools, are effectively carried out; and rules and regulations of the School Board are enforced.

Professional Growth and Responsibilities

Meets or exceeds performance expectations in the following areas:

- Effective Educational Leadership
- Policy Governance and Planning
- Resource Management
- Support & Supervision of Staff
- Ethical Leadership
- Board Relationships
- Community Leadership

Physical Demands

- The Superintendent works throughout the School District, primarily within an office and frequently within the school building and other District facilities. The work environment is often controlled and quiet, but will also frequently include moderate to loud noise.
- The Superintendent is expected to routinely represent the District locally and statewide. Participation at District, school, School Board, community and local events is extensive, and requires frequent, prolonged, and irregular hours including evening/weekend time.

Application Procedure:

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below.

All completed packets must be submitted on-line and include:

- Updated Resume
- Cover Letter
- Two Professional Letters of Recommendation (less than a year old)
- Sexual Misconduct Form

[Click here to apply](#)

Nondiscrimination Policy Statement

Mansfield School District provides equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression, gender identity, marital status, disability or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

Mansfield School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or bilingual education, contact the school office.

The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator/ Title IX and 504/ADA Coordinator Mansfield School District, PO Box 188 Mansfield, WA 98830-0188 Phone: 509/683-1012