

Position Description for Albany Unified School District, Albany, CA

The **Albany Unified School District, Albany, CA**, Board of Education is seeking a highly qualified and fully certified superintendent/principal. The Board wishes to have the successful candidate assume the responsibilities of the position on July 1, 2019.

McPherson & Jacobson, L.L.C., Executive Recruitment and Development, in collaboration with the California School Boards Association, has been engaged as the consultant in a search for outstanding candidates. They will assist the board of Education in identifying and screening the candidates.

The Qualifications

The candidate must have the background, skills, and abilities essential for excellence in educational leadership. The board recognizes that selecting a superintendent is one of the most important decisions it will make. The board desires candidates that have a proven ability and demonstrated accomplishment for the following position criteria:

- **An experienced educator** who is committed to student achievement as integral to the culture of the district and each school. The next superintendent must know the best practices in teaching and learning, be able to implement effective curriculum, assist in the selection of purposeful professional development, and employ systems of assessment that all result in increased achievement for all students. This instructional leader should have demonstrated how she/he has implemented strategies to close achievement gaps between groups of students, including differentiated instruction as well as socio-emotional learning. Albany Unified School District is looking for a leader with a current knowledge and application to instruction of the Local Control Accountability Plan, Common Core State Standards, and the CAASP assessment system.
- **An effective collaborator and communicator** who listens to and thinks about others first before stating their own opinions, has strong verbal, written, and digital communication skills, and is accessible to all including those with differing opinions. The superintendent must have a proven ability to bring people together to build trusting, transparent, inclusive, and respectful relationships with the Board, administration, staff, students, and community. A person who can effectively relate to diverse cultures, listen to their needs, expectations, and opinions, and is skilled in resolving their issues with the schools. A superintendent that has demonstrated a willingness, understanding, and ability to engage others in difficult conversations about educational equity and what is necessary for all students to feel safe, supported, and welcomed.
- **An operational manager** who understands how to define problems, seek input, develop plans, and implement solutions. This leader must be skilled in receiving recommendations from the staff and community and acting upon them. The superintendent must have knowledge and skills in budget development and the ability to direct resources utilizing the Local Control Accountability Planning (LCAP) process.

Knowledge of how to manage facilities projects and the effects on students is an essential skill for the next superintendent. Being able to implement and monitor personnel practices of evaluation, hiring, and discipline are skills needed in the next superintendent.

- **An ethical leader** with a strong work ethic who leads by example and holds high standards for self, staff, and students. A role model who possesses the characteristics of honesty, courage, accountability, humor, and empathy. This leader must make decisions, model, and behave in ways that demonstrate a commitment to diversity, equity, justice, and inclusion, and hold staff to the same standard.
- **A decision-maker** who demonstrates the ability to implement long-range educational and fiscal plans that benefit students. A strong team builder who empowers other leaders by developing their knowledge and skills, providing guidance and support, and monitoring staff decisions to assure consistency with the district's vision and policies. This position requires a person who listens to and takes into consideration opinion from diverse stakeholders, understands district policy and history, and who is not afraid to be decisive when needed.

Requirements:

- *Successful teaching and administrative experience are preferred.*
- *It is required that candidates have a Master's Degree. A Doctorate in education is preferred.*
- *California administrative credential is preferred*