



HUNTINGTON BEACH CITY ELEMENTARY SCHOOL DISTRICT

DISTRICT POSITION: SUPERINTENDENT

BASIC FUNCTION: Under the direction of the Board of Trustees, perform the mandatory responsibilities of the position as defined by law or policy; supervise, evaluate and provide work direction to assigned personnel.

The Huntington Beach City School District Governing Board seeks an experienced student-focused leader with excellent communication skills, high standards, personal integrity, and a strong character that places high value on the importance of the Huntington Beach community. The Governing Board understands that candidates are likely to possess traits and skills in varying degrees and seeks an individual who demonstrates the "best fit" for the position and community with the ability to oversee all aspects of the district's operational policies, objectives, initiatives.

The Governing Board Seeks a Superintendent Who:

- Promotes the success of all students and supports the efforts of the Board of Trustees to keep the district focused on learning and achievement;
- Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents and the community;
- Is a visionary leader and strategic planner that seeks and transforms ideas into reality, builds a culture of trust and problem-solving through collaborative continuous self and organizational improvement;
- Values and understands the Huntington Beach community with ability to restore the confidence of the community;
- Possesses and has demonstrated the skills and abilities that are essential to enhance the District's position of excellence in educational leadership within the county and state;
- Is a student-centered leader who is passionate that **every** child receives the best education possible, while providing the leadership necessary to effectively further develop the District's instructional programs;

- Demonstrates strong communication skills, both oral and written and across social media platforms;
- Has knowledge in public school finance with facilities and experience related to bond programs

REPRESENTATIVE DUTIES:

- Establish District-wide goals and objectives and evaluation processes.
- Provide for school District organization including administrative organization, assignment of administrators, school boundaries and school grade organization.
- Develop and evaluate formal District policies and procedures.
- Serve as Secretary to the Board; assist the Board and individual members in the development of basic competencies and skills.
- Identify, plan, implement and evaluate education growth programs.
- Assist and support subordinates in the process of needs assessment, setting objectives and evaluation of performance.
- Develop and monitor budgets, policies and procedures.
- Conduct, participate in or attend conferences and seminars; read relevant materials.
- Maintain a positive HBCSD image through high visibility, public relations, press relations, relations with auxiliary organizations and service club memberships.
- Demonstrate educational and job leadership including management and instructional considerations.
- Perform and complete projects assigned by the Board of Trustees.
- Perform related duties as assigned.
- Provide for school District organization including administrative organization, assignment of administrators, school boundaries and school grade organization.
- Develop, evaluate, update and maintain formal District policies, regulations and procedures.
- Serve as Secretary to the Board; assist the Board and individual members in the development of governance team competencies and skills.
- Identify, plan, implement and evaluate education growth programs.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Principles and practices of leadership, administration, supervision and training.
- Educational/instructional and business technology systems
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Excellent oral and written communication skills.
- Public speaking.
- California's educational laws.
- Board policies.
- District organization, operations, policies and objectives.
- Strong and respectful interpersonal skills.
- Health and safety regulations.
- Budget, bond and finance preparation and control.
- Facilities and proper construction accountability practices
- The diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Ability To:

- Communicate effectively both orally and in writing.
- Prepare and deliver effective oral presentations.
- Establish and maintain cooperative and effective working relationships with all stakeholders.
- Assign and review the work of others.
- Train, supervise and evaluate personnel.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion.
- Accept and carry out responsibility for direction, control, and planning.

EDUCATION AND EXPERIENCE:

Master's degree is required.

Doctorate is desired.

Experience as a teacher, site administrator, followed by district level leadership is strongly desired.

Experience as an assistant superintendent, deputy superintendent or superintendent is strongly desired.

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Credential.
- Either Teaching Credential or PPS Credential is preferred
- Valid California driver's license.

WORKING CONDITIONS:

Environment:

District office, schools, and various worksite environments.

Physical Abilities:

- Hearing and speaking to exchange information, provide work direction and make presentations.
- Seeing to read and analyze various and complex documentation and official correspondence.
- Sitting, standing, walking, conversing for extended periods of time.