



## Information for Applicants for the Position of **SUPERINTENDENT** **OAK PARK UNIFIED SCHOOL DISTRICT**

### **THE POSITION**

The Board of Education of the Oak Park Unified School District (OPUSD) invites highly qualified and passionate educational leaders to apply for the position of District Superintendent. Our District's mission is to provide students with a foundation for learning that meets the challenges of the present and the future through a balanced education that includes high academic achievement, personal growth, and social responsibility. The Board welcomes a diverse group of candidates.

### **PROFESSIONAL PROFILE**

OPUSD seeks a superintendent who:

- Is an excellent communicator and collaborator who connects with all stakeholders in a timely manner
- Ensures students and student issues are treated as a top priority
- Has a track record of success in advancing student achievement through programs that sustain and improve the education of all students in a safe and nurturing learning environment
- Understands CA District of Choice and the work needed to sustain it, including advocacy at the State level
- Is a visionary leader, who will continue OPUSD's history of progressive education
- Relishes direct contact with students through visibility at schools and at student events
- Has a successful track record in working with employee groups, including negotiation skills
- Works effectively with the Board of Education as a governance team, to set a vision and move the district forward to ensure all students succeed
- Is tech savvy and can leverage technology to meet OPUSD's educational and communication goals
- Is a leader committed to diversity, equity and inclusion, who will continue moving the district forward with the steps we have taken to address equity
- Will be personally invested in our community and all our schools
- Demonstrates a strong commitment to caring for the emotional and social well-being of our students, staff and families, fostering a "Climate of Care"
- Has a solid understanding of fiscal matters related to K-12 education in California
- Has a strong background in K-12 education, with particular focus on middle and high school
- Has the ability to manage and lead all areas of the District's operations, curriculum and instruction, finance, human resources, facilities, and student support services, and understands the metrics used to monitor all of these
- Analyzes and can use qualitative and quantitative data to empower stakeholders to make data-driven decisions

### **PERSONAL PROFILE**

OPUSD seeks a superintendent who:

- Has consistently demonstrated values and behaviors which reflect personal integrity, responsibility and a strong moral compass
- Is a collaborative leader who seeks input from all members of the school community
- Has a transparent, clear and concise communication style, with strong writing, speaking and listening skills
- Is visible throughout the district and community
- Is genuine, personable and approachable
- Demonstrates empathy and caring for staff, students and parents
- Is a creative thinker who looks for opportunities to enrich our district
- Demonstrates composure and calm in challenging circumstances
- Cultivates talent and builds the capacity of staff to identify and implement best practices
- Can and will make tough decisions, has courageous conversations to address issues

### **DESIRED EDUCATION/EXPERIENCE**

- Masters degree or higher with a record of continuous learning
- An educator with K-12 experience
- A strong fiscal background and understanding of the budget
- A record of focusing on students, both academically and emotionally
- Experience as a teacher, principal and experience as a central office administrator

## SELECTION PROCESS

The Board of Education has retained Consultants Drs. Peggy Lynch and Fred Van Leuven of Leadership Associates to recruit qualified candidates. The consultants will screen applications and recommend candidates to the Board for interviews and further consideration. The Board will have the opportunity to review all applications submitted. Any contact with board members, in an attempt to influence the selection process, will be considered a breach of professional ethics. Finalists will have an opportunity to familiarize themselves with the community and schools. Board members reserve the right to visit the District and communities of a candidate prior to a final decision.

## SALARY AND CONTRACT

The salary will be competitive and based upon qualifications and experience. A multi-year contract will be considered.

## APPLICATION REQUIREMENTS

To be considered, the candidate must provide:

- A fully completed application form
- A letter of application describing how the candidate meets the expectations in this position description
- A resume
- Three professional reference letters
- Verification of degrees and credentials (finalists only)

*All materials will be acknowledged and treated confidentially.*

## THE DISTRICT AND COMMUNITY

Oak Park Unified School District is a high performing public K-12 school district located in Oak Park, an unincorporated community in south Ventura County on the border with Los Angeles County, nestled between the cities of Agoura Hills, Westlake Village, and Thousand Oaks. The school district was formed in 1977 when residents voted to create a new school district to better meet the needs of its residents, beginning a long tradition of placing the highest priority toward ensuring a high quality education.

The comprehensive (grades K-12) public school district serves approximately 4500 students and comprises three elementary schools, a middle school, a high school, as well as an independent school and a continuation school for students with unique needs. Students from the entire region are drawn to attend Oak Park schools with about 40 percent of students coming from neighboring districts via the District of Choice program as well as through inter district transfers and permits.

All of the district's schools are California Gold Ribbon schools and have been nationally recognized as Blue Ribbon schools. The district was named the first US Department of Education Green Ribbon School District in California in 2013 and has also been recognized as a national Green Ribbon school district for its focus on environmentally progressive policies and practices. OPUSD was named an exemplary school district in 2018 and 2019, one of only 22 districts in California.

Oak Park High School, serving approximately 1,450 students in grades 9-12 is nationally recognized for its academic excellence. WASC accredited, OPHS is a National Blue Ribbon School and was named a California Distinguished School in 2019 and a Gold Ribbon School in 2015.

The district motto is: *Educating Compassionate and Creative Global Citizens.*

See District Brochure: <https://www.oakparkusd.org/domain/4>

Learn more about Oak Park Unified School District: <https://www.oakparkusd.org/>

## THE BOARD OF EDUCATION

Allen Rosen, President  
Drew Hazelton, Vice President  
Derek Ross, Clerk of the Board  
Denise Helfstein, Member  
Tina Wang, Member

*The Oak Park Unified School District is an equal opportunity employer.*

## **APPLICATION PROCESS AND DEADLINE**

To request application materials for the Oak Park Unified Superintendent position, please visit <http://www.leadershipassociates.org/active-searches/> and select the listing for this position.

**Applications must be completed and returned via email by 5:00 P.M. on March 1, 2021.**

**Consultants:**  
**Peggy Lynch, Ed.D.**  
**Fred Van Leuven, Ed.D.**

**Leadership Associates**  
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