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|  | <b>POSITION DESCRIPTION</b>   |
| <b>Title: Superintendent</b>  |   |
| <b>Department: Superintendent</b>   | <b>FLSA Classification:</b> Exempt; considered Essential Staff/Disaster Service Worker during any emergency or crisis |
| <b>Bargaining Unit: None</b>  | <b>Work Year:</b> 12 Month (225 days)   |
| <b>Reports to:</b> Board of Education   | <b>Board Approval Date:</b>   |

### PRIMARY FUNCTION

Under the general direction of the Board of Education, the Santa Rosa City Schools Superintendent:

- Always puts students first and is a visible leader in school classrooms.
- Is a systems thinker and will reevaluate our processes and procedures in the district.
- Supports and will continue the good relationships with the employee associations and truly values the work of teachers and classified staff.
- Is an excellent communicator to the students, staff, and the community.
- Is responsible for effectively communicating with and keeping Board members informed on a consistent basis regarding issues that directly impact the needs and progress of the district.
- Understands effective instructional practice and assessment.
- Is someone who has proven experience and accomplishments in regard to diversity, equity, inclusion, and belonging and will look at our individual schools through that lens.
- Is trustworthy and possesses clear judgment, dedication to equity in decision making and prioritization of work.
- Is visionary and has a “can-do” attitude.
- Has experience in managing crises and the healing of students and staff in the aftermath.
- Is a transparent leader and values that trait in all dealings with staff, and community.
- Has a strong center of emotional intelligence, understanding of human beings and their varying perspectives.
- Has the ability to be collaborative yet directive, informative and transparent.
- Is exceptional at leading not just from the front.
- Is a leader who will be visible, committed to partnerships but will balance work outside of the District with work inside the District.

- Is a collaborator, will work from the bottom-up instead of the reverse, top-down.
- Creates a positive and safe environment for all (despite divergent points of view).
- Is someone who has had success in collaboration with labor unions.
- Is someone who is an accessible and present leader but not a micro manager.
- Is someone who has proven significant support/development of extracurricular programs (athletics, music, art, theatre, agriculture, CTE, etc.).
- Is someone who increases awareness of and response to implicit bias and takes action to create an equitable school site.
- Is someone who respects all Board members' input, vision and is able to process it clearly and precisely.
- Possesses a high degree of cultural sensitivity and has a demonstrated track record working in districts with a demographic profile similar to Santa Rosa City Schools.
- Has a strong working understanding of all financial affairs of the District.
- Will recognize that we have a need to diversify new staff so that our educators will match our community, always placing quality and competence as the highest priority.
- Will have a clear understanding of how to attract and retain educators who will best serve SRCS's diverse population.
- Will have knowledge of best practices and legal implications of special education students and programs.
- Values teamwork who will listen and knows how to build consensus and build an extraordinary vision for our future path.
- Will continue the family feeling and the pride we have in our District.
- Is open to hearing information from all sides and making collaborative decisions.
- Is someone who has had experience evaluating existing school boundaries.
- Will have strong ties to the community and will not use this job as a stepping stone or as a stop off on the upward mobility ladder. We seek a leader who will want to stay for the long haul.
- Has a proven track record of being able to “market” our schools and programs.
- Being bilingual (Spanish) is a plus and supportive of dual-immersion programs.
- Will be a data driven decision-maker.
- Supportive of restorative justice.

## **PERSONAL PROFILE**

- Is trustworthy and a bridge-builder.
- Has a strong center of emotional intelligence.
- Cares about the welfare of all employees.
- Is a compassionate leader.
- Always respects teachers and classified employees.
- Has the ability to listen to all stakeholders with compassion.
- Has high expectations for themselves and others.
- Is a leader with good character, the highest integrity and ethics, who is believable and respected.
- Is a good mediator who deeply listens with empathy.

- Possesses a high degree of cultural sensitivity.
- Is accessible, approachable and likes people.

### **DESIRED EDUCATION/EXPERIENCE**

- A record of focusing on students and improving achievement.
- A strong fiscal background and understanding of the budget.
- Is an educator with K-12 experience as a superintendent, deputy, associate or assistant superintendent of a district similar to Santa Rosa.
- Any combination of training, education and experience directly related to the duties and responsibilities of the position.
- Master's Degree or higher.
- Successful public school experience in teaching and school administration.
- Demonstrated record of managing large scale systems, program alignment and coherence.
- Experience with Ethnic Studies implementation.
- Has knowledge of the local community and socio-cultural landscape.
- Bilingual, bicultural strongly preferred.

### **MINIMUM REQUIREMENTS**

- Ability to pass Department of Justice (DOJ) fingerprint clearance.
- Within 60 days of hire, provision of TB (tuberculin) clearance.

### **LICENSES/CERTIFICATIONS**

- A valid Driver's License
- Appropriate California Administrative Services Credential