

## Application Procedure

All applications will be held in strict confidence. **Log on to EdJoin.org** for all application materials related to this search. Each applicant is requested to follow the procedures listed below.

Applicant's file will be complete upon the receipt of:

- ◆ Completed EdJoin application
- ◆ A personal letter of application stating reasons for your interest in this position
- ◆ A resume providing information about educational preparation, experience, and achievements
- ◆ A minimum of three current letters of recommendation regarding performance in previously held positions
- ◆ Copies of current valid Administrative/Teaching Credentials

## Credentials, Experience and Education:

- ◆ Site Level Administrative Experience
- ◆ Classroom Teaching Experience
- ◆ Curriculum and Instruction Leadership
- ◆ Site Leadership
- ◆ Budget and Finance
- ◆ Human Resources

Applicants wishing additional information should contact:

**Brittany Short** (530) 846-5594  
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### *Tentative Timetable*

Application Deadline	August 7, 2017 or until filled
Paper Screening	August 9, 2017
Interviews	August 11, 2017
New Supt/Principal begins	August 18, 2017



**Manzanita Elementary  
School District  
Butte County, CA**

*We are seeking an  
extraordinary  
SUPERINTENDENT /  
PRINCIPAL who is a  
proactive, innovative  
and passionate ,  
visionary leader and  
embraces our  
community and our  
Districts mission and  
its implementation .*

## THE COMMUNITY

Manzanita Elementary School District is located near Gridley, a small town in Butte County in rural northern California, 60 miles north of Sacramento.

## THE DISTRICT'S MISSION

Manzanita Elementary School, an innovative K-8 single-school district with an average of 300 students is in an agricultural setting, graduates confident, responsible, entrepreneurial learners with strong academic and personal life skills, who are empowered to direct their own futures; we accomplish this through engaging, dynamic instruction delivered within a safe and caring environment using relevant technologies and a rigorous curriculum in a student-centered partnership with family, community, and a passionate, extraordinary staff.

MESD is financially solvent, maintains a prudent reserve at all times and recently negotiated its 4th consecutive 3-year contract with Certificated/Classified staff.

## PERSONAL CHARACTERISTICS

- ◆ Able to Encourage
- ◆ Approachable
- ◆ Attitude of “How can I support you”
- ◆ Emotionally supportive
- ◆ Empowering
- ◆ Expects the best from all
- ◆ Helps you grow
- ◆ Listener
- ◆ Trusts and has faith in the ability of all students
- ◆ Willing to be part of your process to ensure success
- ◆ Understands and appreciates our small, rural district and community
- ◆ Excellent organizational skills
- ◆ Collaborative and Consistent
- ◆ Approachable
- ◆ Altruistic
- ◆ Communicator
- ◆ Confident
- ◆ Energetic
- ◆ Goal oriented
- ◆ Great sense of humor
- ◆ Hard worker
- ◆ Loves kids
- ◆ Honest
- ◆ Innovative
- ◆ Inspiring
- ◆ Respected by all
- ◆ Leads by example
- ◆ Likes people
- ◆ Love of learning
- ◆ Open to new ideas
- ◆ Puts others first
- ◆ Respectful of other’s ideas
- ◆ Responsible
- ◆ Sincere compassion for others
- ◆ Tenacious
- ◆ Treats everyone equally
- ◆ Willing to admit faults

## PROFESSIONAL SKILLS AND ABILITIES

- ◆ A commitment to educational excellence and a successful track record in implementing and maintaining high standards of student achievement
- ◆ Demonstrates ability to build positive relationships with all stakeholders
- ◆ Ability to appreciate and maintain what is working in the District, and the courage to work to change what is not
- ◆ Ability to make and stand by difficult decisions
- ◆ Demonstrate ability to understand board-superintendent relationships and be liaison between the staff and board members
- ◆ Ability to lead the district through facility planning and modernization projects.
- ◆ Proven skills in fiscal management & budgeting
- ◆ Knowledgeable in the technical aspects of the Superintendent’s role, including but not limited to: LCFF, LCAP, education law, contracts, personnel matters, collective bargaining procedures, and litigation
- ◆ Ability to prioritize problems and address them both independently and with input of school community
- ◆ Able to facilitate meeting moving teams to designed end.
- ◆ Experience with Positive Constructive Discipline
- ◆ Focus on student growth & learning