Knappa School District
Superintendent Search – 2020

POSITION OVERVIEW

At its board meeting on March 16, 2020, the Knappa School District Board of Directors adopted the following criteria, standards and profile characteristics for use in the Superintendent search.

Who Are We?

Community

- Small, tight-knit, rural community about 15 miles from Astoria along the Columbia River
- Strong parent and community support for district
- Robust school non-profit foundation which has raised over $1M for local schools
- Abundance of nearby outdoor recreational opportunities
- Schools are the heart and soul of the community

District

- Dedicated and collaborative staff of teachers working together
- Small class sizes
- Strong support for sports teams with multiple state championships in baseball and league championships in softball, baseball, cross country and football
- Close relationships and interactions between students and staff
- Committed to serving all students from all backgrounds
- Safe and secure place for students to learn and staff to work

What’s Next?

- Upgrade district facilities and maintenance
- Focus on positive student behavior, safety, and respect for fellow students
- Place more emphasis on fine arts and music throughout the district
- Expand elective course offerings and extracurricular activities for students
- Move the superintendent position to a 1.0 FTE position to establish leadership consistency
- More attention to accountability and consistency in student discipline
Minimum Job Requirements

The Board requires the superintendent to be a strong educational leader who has the following professional experience and training:

1. A current Oregon administrative license with a superintendent’s endorsement;
2. A master’s or doctorate degree in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level for a minimum of five years;
4. Service as a superintendent or administrative experience in the central administration of a school system for a minimum of two years.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent’s position an individual who meets transitional administrator or exceptional administrator licensure requirements.

Preferred Leadership Skills

- Builds collaborative working relationships with staff, parents and community
- Is highly visible and involved in the schools and community
- Understands the needs of a small, rural school district and the superintendent, administrators and staff may wear lots of hats
- Demonstrates solid hiring practices and creates a work environment that encourages staff retention
- Has a background in the classroom and other administrative experiences
- Demonstrates solid budgeting skills and understands Oregon school finance
- Understands and establishes clear roles and responsibilities for all levels from school board down through the organizational chart
- Possesses excellent communication skills both oral and written
- Is committed to serving all students from all backgrounds
- Builds partnerships with families and community
- Willing to make difficult decisions when needed and follows through to implementation

Desired Candidate Profile

Excellent listener
Always puts kids first
Approachable/personable
Accountable & transparent
Open-minded
High degree of integrity/honesty
Well-organized