

**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