

Interim Superintendent

McMinnville School District

McMinnville, Oregon

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Position Description for McMinnville School District, McMinnville, Oregon

The **McMinnville School District, McMinnville, Oregon**, Board of Directors, is seeking a highly qualified **Interim Superintendent**. The Board wishes to have the successful candidate assume the responsibilities of the position July 1, 2025.

McPherson & Jacobson, L.L.C., Executive Recruitment and Development, has been engaged as the consultant in a search for outstanding candidates. They will assist the Board of Directors in identifying and screening the candidates.

Enrollment: 6,394

Location: 48 miles Southwest of Portland, Oregon

The Qualifications

The following characteristics reflect the priorities and leadership qualities the McMinnville School District Board seeks in its interim superintendent*. These traits will help ensure effective leadership, continuity of operations, and support for students, staff, and the broader community during the transition period.

***NOTE: The successful candidate will be able to apply and interview for the permanent position.**

Proven Leadership Experience

- Ability to manage complex systems and lead through periods of change.

Strong Communication Skills

- Communicates clearly, consistently and transparently with all stakeholders with an emphasis on focal-population students, families and the board.
- Actively listens, builds trust and fosters open dialogue with staff, families and community members.

Student-Centered Focus

- Prioritizes student well-being, learning and equity. Ensures all learners have what they need to succeed academically.

- Experience working with students and families in focal populations, specifically with English Learners, McKinney - Vento, and other special needs populations.
- Committed to serving the diverse needs of all learners in the district.

Knowledge of District Operations

- Deep understanding of school finance, human resources, curriculum, facilities, special education, and technology.
- Experienced in managing limited resources while preserving core services and instructional quality.

Collaborative Leadership Style

- Builds strong relationships with the administrative team, employee groups, and the community.
- Supports shared decision-making and inclusive leadership practices.

Cultural and Community Awareness

- Demonstrates cultural responsiveness and inclusive practices.
- Familiar with the McMinnville community or able to quickly develop meaningful local relationships.
- Experience in collaborating with a diverse group of stakeholders and specifically our Hispanic community members.

Stability and Continuity

- Provides calm, steady guidance during a time of change.
- Maintains focus on district goals and priorities without distractions from outside influence.

Integrity and Professionalism

- Models ethical conduct, accountability and transparency.
- Exercises sound judgment and maintains confidentiality.

Strategic Thinker

- Balances immediate needs with the long-term vision of the district.
- Experience developing and implementing a district strategic plan with measurable outcomes.
- Support for and experience using data to inform decisions and align decisions with the district's strategic goals and values.

Transition-Focused Mindset

- Understands the unique nature of interim leadership.
- Supports planning and transition for the permanent superintendent's arrival.

Board Relations

- Is committed to developing and maintaining a positive relationship with the school board

Requirements:

The candidates must have:

1. A current Oregon administrative license, or be eligible for the Oregon Reciprocal License, with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license;
2. Successful experience as a teacher, principal, and educational leader with preference for district level leadership;
3. Understands Oregon education laws and aligns practices with them; and
4. Other qualifications as determined by the Board to include residency within the district boundaries.

Total Compensation: \$238,500 including salary* and allowances for travel, technology and supplemental retirement; plus insurance benefits

*District pays PERS

Search Timeline:

- Closing Date for Applications: **June 2, 2025**
- Board Selects Finalists: **Week of June 9, 2025**
- Interviews with Board: **Week of June 9, 2025**
- Selection of New Interim Superintendent: **Week of June 16, 2025**
- Start Date: **July 1, 2025**

Please apply online at: www.macnjake.com

Contact information:

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School Website: <https://www.msd.k12.or.us/>

**Consultant: Dr. Doug Nelson d_nelson@macnjake.com
Mr. Michael Scott m_scott@macnjake.com**

McMinnville School District, McMinnville, Oregon is an Equal Opportunity Employer. The district does not discriminate on the basis of race, religion, color, sex, age, national origin or disability and, when needed, will provide reasonable accommodations to applicants and employees. Anyone requesting a reasonable accommodation in the application or recruitment process please contact McPherson & Jacobson at the address/phone/email above.