

## **Philomath School District (OR)**

Invites applications for the position of  
**INTERIM SUPERINTENDENT 2020**

Location: Philomath, Oregon  
Enrollment: 1,600 students (K-12)  
Closing Date: July 17, 2020  
Start Date: Aug. 1, 2020 (approx.)

The Philomath School District Board of Directors is seeking a highly qualified candidate with visionary leadership skills and successful experience in education administration to serve as **Interim Superintendent**. The successful candidate must have experience as an administrator, excellent communication skills, unquestionable integrity and be willing to be involved in the community. The successful candidate must hold or qualify for an Oregon superintendent's license. The School Board will offer a competitive salary based on similar-sized districts depending on the candidate's skills and experience.

The Philomath School District is comprised of about 1,600 students in one primary, two elementary, one middle school and one high school. The district also oversees a K-12 charter school. The district employs a staff of 94 licensed employees, 66 classified employees, 12 confidential employees and ten administrators. Philomath has a general fund budget of \$20.2 million and a total budget of \$30.3 million.

Known as the City of Volunteers, the Philomath School District enjoys the strong support of a family-oriented community. Philomath is located in the southern Willamette Valley just five miles from Corvallis and Oregon State University and fifty miles from Eugene, Oregon's second largest city and home to the University of Oregon. Benton County Historical Museum, completed in 1867, is a commanding structure that still serves as the centerpiece of the community. Recreational opportunities such as hunting, fishing, hiking and the scenic Oregon coast are all within a short drive.

### **Minimum Qualifications**

The superintendent shall serve as the executive officer of the district and is responsible to the Board for the overall and day-to-day operations of the schools and is granted the authority commensurate to this responsibility. The superintendent shall provide for the administration of the district in accordance with Board policies, rules of the Oregon Department of Education and requirements of state and federal law.

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

- A current Oregon administrative license with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license;
- A master's or doctorate degree in the field of education, preferably in educational administration;
- Successful teaching experience at the elementary or secondary school level;
- Service as a superintendent or administrative experience in the central administration of a school system.

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. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to Oregon Administrative Rule (OAR) 584-080-0151 and 584-080-0161.

## **Leadership and Administrative Characteristics**

The successful candidate must demonstrate the following qualities and characteristics:

- Builds collaborative working relationships with staff, parents and community
- Is highly visible and involved in the schools and community
- 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

## **Application Materials**

- Completed Application form
- Current resume
- Cover letter of interest
- 3-5 current letters of reference
- Copy of administrator license or proof of eligibility to obtain one
- A statement about how you meet the qualities and qualifications set by the Board

## **How to Submit an Application**

Application packets are submitted to Oregon School Boards Association – Executive Search ([www.osba.org/execjobs](http://www.osba.org/execjobs)) via the Revelus application portal (see the link below). All applicants will submit a candidate profile (completed when you create your Revelus account) and a completed application, as well as upload the other application material documents to the application portal. **The application packet must be submitted by 5pm on the closing day.**

OSBA Revelus application portal: <https://oregonschoolboards.myrevelus.com/>

## **More Information**

Regarding the position, contact:

**Greg McKenzie**, NextUp Leadership; [gregmckenzie@att.net](mailto:gregmckenzie@att.net); 503.752.2438

Regarding the application process, contact:

**Sarah Herb**, Executive Search and Events Specialist (OSBA); [sherb@osba.org](mailto:sherb@osba.org) ; 503.400.3047 (direct) ; 800.578.6722 (office); 503.588.2813 (Fax)

The Philomath School District is an equal opportunity employer.