



Invites applications for the  
position of

## INTERIM SUPERINTENDENT

Location: **Woodburn, Oregon**  
Enrollment: **5,500 students**  
Salary: **\$165,000 to \$175,000** annually  
Closing Date: **July 5, 2021**  
Start Date: **August 1, 2021** (approx.)



The Woodburn 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** beginning on or about **August 1, 2021 until June 30, 2022**. The successful candidate must have experience as an administrator, excellent communication skills, unquestionable integrity and be willing to be involved in the community.



## The District

The Woodburn SD serves approximately 5,500 students in four elementary, two middle and five small high schools (consisting of 4 small academies and one alternative high school). The District employs a staff of 277 licensed employees, 321 classified employees, eight confidential employees, and 40 administrators. Woodburn SD has a general fund budget of \$80 million and passed a capital improvement bond of \$61.5M in 2015. In 2019 both the Boys and Girls soccer teams were 4A State Champions.

To learn more about the District, visit

[Woodburn SD website](#)



2019 Girls Soccer State Champs



2019 Boys Soccer State Champs



## The Community

Woodburn is a community rich in history, tradition and diversity. With a mix of world cultures, Woodburn celebrates its diversity as one of Oregon's fastest growing and innovative communities. Its location in the northern Willamette Valley along Interstate 5 offers quick and easy access to both the Portland and Salem metropolitan areas. Long known as a center of agriculture, Woodburn is also the window to the Willamette Valley, providing visitors a gateway to some of the area's most beautiful attractions, including the Oregon Garden, Champoeg and Silver Falls state parks.

For more information about the area visit:

[City of Woodburn website](#)

[Woodburn Chamber of Commerce](#)



Kids being kids



## The Position

The successful candidate **must hold or qualify for an Oregon superintendent's license** and also must demonstrate the following **personal and professional qualities**:

- Puts KIDS first; is committed to serving all kids K-12 with an equity lens.
- Background in teaching, including dual language education and building administration, preferably in communities with diverse populations similar to Woodburn.
- Effective communication and listening skills.
- High degree of integrity/honesty; respectful of all groups; strong core values; culturally competent.

- Proven ability to make tough decisions when necessary and effectively communicate the reasons (transparency).
- Ability to build and sustain strong, effective family/community partnerships that impact student success.
- An empowering leadership style that collaborates, builds consensus and inspires while building a respectful work environment.
- Is personable/approachable while keeping an open mind; works well with others; good sense of humor.
- Highly visible; actively participates in school and community activities.
- Understands Oregon school finance, demonstrates sound fiscal management and strong budgeting skills.
- Bi-lingual and multicultural preferred.

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### Application Requirements

- 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

### Search Calendar (tentative)

#### **July 5, 2021 Close Applications**

July 6-12 Review Applications  
 July 12 Select interview candidates  
 July 13-19 Begin background checks  
 July 20-23 Conduct interviews  
 July 27 Announce selection  
 Aug 1, 2021 (approx.) Begin employment

**The District is an equal opportunity employer and educator.**

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### How to Submit an Application

**Application packets are submitted** to Oregon School Boards Association – Executive Search [OSBA JOB BOARD](http://www.osba.org/execjobs) ([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 Portal - Woodburn Interim Supt. Application](#)**

### More Information

Regarding the **position and 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)

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This executive **search** is conducted by **Oregon School Boards Association** with assistance from **NextUp Leadership** for recruiting, marketing and distribution about the vacancy.