



# Executive Search Services

## NOTICE OF VACANCY OPPORTUNITY

### Invites applications for the position of SUPERINTENDENT/ELEMENTARY PRINCIPAL



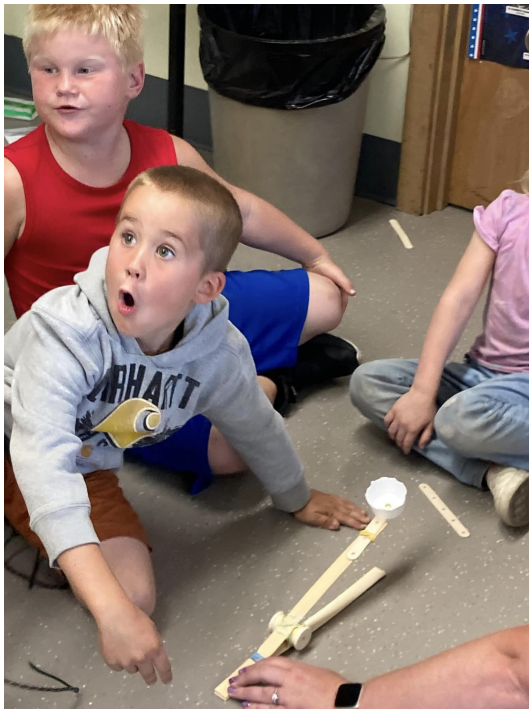
The **Wallowa School District Board of Directors** is seeking an exceptionally qualified candidate with a positive experience in education administration to serve as Superintendent/Elementary Principal beginning July 1, 2023. The successful candidate must have experience as an administrator with a high degree of integrity who will prioritize people and relationships and safeguard the district's vision to ensure high levels of learning and growth for each student.

**Location:** Wallowa, Oregon | **Enrollment:** 200 students

**Salary:** \$100,000 to \$120,000 annually, plus benefits

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

**Closing Date: January 11, 2023 | Start Date: July 1, 2023**



## The Position

The successful candidate must **hold or qualify for an Oregon superintendent's license** and provide proof of compliance with OAR 333-019-1030 (COVID-19 Vaccination Requirements for Teachers and School Staff).

**The successful candidate will also have the following personal and professional qualities:**

- High degree of integrity/honesty with strong core values.
- Is personable/approachable; has effective communication and listening skills.
- Committed to serving all kids preK-12; puts KIDS first.
- Highly visible in our community and schools; willing to become a permanent part of our school and community.
- Background in teaching and building administration
- Demonstrated ability to make tough decisions and share the reasons for those decisions when possible (transparency). Ability to build and sustain strong, effective family/community partnerships that impact student success.
- Works well with others; strong collaborator that empowers students, staff, parents and community members;
- Understands Oregon school finance, and demonstrates

(instructional leadership)  
preferably in small rural areas  
similar to the Wallowa  
community.

sound fiscal management and  
strong budgeting skills.

## The District



The **Wallowa School District** is home to about 200 students and is served by 38 staff members of which 21 are licensed employees, 14 classified employees, 1 confidential employee, and 2 administrators. The elementary school, middle school, and high school reside on the same campus, which provides a unique opportunity for collaboration and unity between students and staff. Small class sizes provide students with a high level of support and Wallowa staff pride themselves on knowing their students and families well.

The District has a general fund budget of about \$4.1 million and passed a capital improvement bond of \$7M in 2021 and received a \$4M matching state grant. Wallowa High School is the only accredited high school in Wallowa County. The district received recognition for Strong CTE and Career Pathways Programming, including Health Occupations, and received a Regional Teacher of the Year award in 2022.

To learn more about the District, visit  
[Wallowa SD website](#)

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The Community

Search Calendar

The Wallowa School District is located in the beautiful town of Wallowa, Oregon in Wallowa County. Wallowa County is home to the Eagle Cap Wilderness, glacial lakes, snow-capped mountains, and the wide-open spaces, ranches, and farms of Eastern Oregon. Wallowa county is the gateway to Hells Canyon. Outdoor recreation opportunities abound!

For more information about the area visit:

[City of Wallowa website](#)

[Wallowa Businesses](#)

**January 11, 2023**

**Close Applications**

- **Jan 11-23**  
Review Applications
- **Jan 26-Feb 8**  
Begin background checks
- **Feb 9-12**  
Conduct initial interviews
- **Feb 27-28 or Mar 6-7 (TBD)**  
Finalist Forum in District
- **Mar 6 (13)**  
Announce selection

**July 1, 2023**

**Begin employment**

## 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 (in narrative form, no longer than 500 words)

## How to submit an application

**Application packets are submitted at 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.**

[Click here to submit your Wallowa SD Supt Application](#)



**More information regarding the position and the application process, contact:**

Sarah Herb, Executive Search and Events Specialist

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