

Interim superintendent vacancy

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Invites applications for the position of INTERIM SUPERINTENDENT



The **Burnt River School District Board of Directors** is seeking a highly qualified candidate with a solid commitment to the community, an outstanding record of achievement in education administration, and a strong vision to lead our staff and students to serve as Interim Superintendent beginning July 1, 2023. The successful candidate must have experience as an administrator, effective communication skills, the ability to lead staff, motivate students, be innovative with ever-changing circumstances, and be willing to be involved within our agricultural and natural resource-based community. This position will be responsible for our brick-and-mortar location and online platform.

Location: Unity, Oregon | **Enrollment:** 26 students

Salary: \$85,000 to \$95,000 annually, plus benefits

The District is an equal-opportunity employer and educator.

Closing Date: May 31, 2023 | **Start Date:** July 1, 2023



The Position

The successful candidate must **hold or qualify for an Oregon administrator license** with authorization for all levels, a superintendent endorsement or transitional superintendent license, and a master's degree or higher in the field of education (educational administration preferred). The candidate must also have successful teaching experience at the elementary and secondary school levels and with service as a superintendent or administrative experience in the central administration of a school system.

OUT-OF-STATE CANDIDATES

To ensure eligibility for an Oregon administrator license, direct inquiries to:
Oregon Teachers Standards and Practices Commission (TSPC),
Phone: 503-378-3586 | Fax: 503-378-4448 | www.tspc.state.or.us

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

- Success in leadership roles with staff, community and professional peers.
- Ability to communicate effectively, both orally and in writing.
- Scholarship, intelligence and excellent ability to plan and organize.
- Training, experience and success in personnel selection, evaluation and development.
- Knowledge of curriculum development, implementation
- Knowledge of business and support service systems that facilitate planning, control and accountability.
- Experience in administering collective bargaining agreements.
- Ability to motivate staff and significantly involve them in the decision-making process.
- Strong management skills; and the desire and ability to motivate and innovate, taking

and evaluation.

advantage of the district's strengths.

The District



The **Burnt River SD** serves approximately 26 students from kindergarten through grade 12 as both a public brick-and-mortar and an online school. The campus consists of one main building, a multi-purpose shop, a single classroom building (historically used as an agricultural classroom), a greenhouse, a dormitory, and seven housing units used for staff. The District also operates a boarding residence with a maximum of 16 students. The District employs a staff of four licensed employees, five classified employees and one administrator with a general operating fund of approximately \$2.3 million.

The District offers a variety of programs to help all students succeed, including college course credit through Treasure Valley Community College and access to Baker Technical Institute's Heavy Equipment Operator courses. The greenhouse and kiln room also offer enrichment for all grade levels. Class size is small for the staff to ensure every student has the tools and resources needed to be successful.

Opportunities to learn and engage in athletics and activities are also plentiful. Burnt River SD is in the 1A High Desert League for sports, co-ops with Prairie City for six-man football and offers volleyball, basketball, and track for high school students.

To learn more about the District, visit
[Burnt River School District website](#)

The Community

Burnt River SD is a small, rural community located in Unity, Oregon, about 50 miles Southwest of Baker City. The area is deeply rooted in agriculture, primarily cattle and hay operations. The District encompasses over 500 square miles of small communities, including Unity, Hereford, Bridgeport, Ironside and parts of Baker and Malheur Counties. There are endless prospects for outdoor enthusiasts with exceptional fishing at Unity Reservoir, ATV trails, hiking trails, and wilderness boundaries nearby for exploration. Anthony Lakes Ski Resort, Strawberry Mountain Wilderness, and John Day Fossil Beds are all short drives from Unity and offer more recreational opportunities.

For more information about the area visit:

[City of Unity website](#)

[Baker County Chamber of](#)

[Commerce & Visitors Bureau](#)

Search Calendar

May 31, 2023

Close Applications

- **June 1-5**
Review Applications
- **June 9-14**
Begin background checks
- **June 14-17 (virtual) OR June 21-24 (in-person)**
Conduct initial interviews
- **June 22**
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
- 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 **Burnt River SD Interim Superintendent Application**



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

Jenn Nelson, Senior Board Development Administrative Assistant

jnelson@osba.org | 503.485.4810 | 800.588-2800



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