

## Application: Superintendent

### San Marino Unified School District

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**This is a confidential search. Only the Lone Finalist will be revealed.**

The San Marino Unified School District (SMUSD) Board of Education is seeking a highly qualified educational leader to serve as the Superintendent. The successful candidate should possess the following characteristics and qualifications:

- A professional educator with experience as a teacher and administrator with preferably five (5) or more years of leadership experience in school administration (Doctoral Degree desirable);
- A proven instructional leader with a track record of success proving academic growth for all students in a diverse community;
- A team builder who has the interpersonal skills to work collaboratively in partnership with the Board of Education, students, teachers, staff, administrators, parents and community to build a climate of transparency, mutual trust and respect, and cooperation;
- An exceptional communicator with the ability to convey communication effectively and efficiently in writing and verbally;
- An open, approachable, and ethical leader who is actively and enthusiastically involved and visible within the district and community;
- Knowledge of school finance, budget management, curriculum and human resources, as well as the ability to maintain and increase outside funding sources;
- Experience in strategic planning and sound management practices, with appropriate planning, analytical and decision-making skills, who sets clear expectations, delegates authority, but remains knowledgeable and accountable for the district's overall progress;
- A progressive leader who is committed to serving the district and San Marino community for the long term;
- A visionary leader who builds and strengthens relationships within the community and with local institutions and affiliations;
- A thoughtful leader who can build consensus yet make and take responsibility for difficult decisions that are in the best interest of all students and the district.

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## CONDITIONS OF EMPLOYMENT

Salary and Benefits: Negotiable; commensurate with experience

Criminal History/Background: Required

Fingerprinting: Required

The online application should include one (1) file with the following information in PDF format:

- Letter of Interest
- Current Resume
- List of References
- College/University Transcripts
- Copies of the “verification forms” with signatures (scanned copies are acceptable)

**Electronic submittal is preferred:** <http://www.jgconsulting.us/job/superintendent-3/>  
(A reply email will be sent to confirm submission has been received)

**Application packets may be mailed to:**

One-Fourth Consulting, LLC (JG Consulting dba)  
Attention: James Guerra  
2025 Guadalupe St., Ste. 260  
Austin, TX 78705

**Application Deadline:** April 4, 2019

**Desired Beginning Date:** TBD

**JG Consulting with Escalante & Associates is conducting the executive search:**

Consulting team contacts:

James Guerra, CEO                      Dr. Mike Escalante  
P: (214) 934-5537                      P: (818) 802-4769  
E: [james@jgconsulting.us](mailto:james@jgconsulting.us)    E: [mescal@usc.edu](mailto:mescal@usc.edu)

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All applications will be treated confidentially and only the Lone Finalist will be revealed. Applicants are not to contact any members of the Board. The final selection and appointment is the sole responsibility of the Board of Education. For clarification and application inquiries, call (888) 765-3731. The San Marino Unified School District does not discriminate against race, religious creed, color, national origin, age, ancestry, physical and/or mental disability (including HIV and AIDS), medical condition, genetic information, marital status, sex (childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, age, sexual orientation, and military and/or veteran status.

<b>Search Activity</b>	<b>Dates</b>
School Board Contracts with JG Consulting/Escalante & Associates	February 12
Community-Based Meetings	February 27 - 28
Provide Draft Application & Job Profile to the School Board	March 1
Recommendations for the Job Profile & Application Changes Due	March 3
Application & Job Profile Posted	March 4
Candidate Applications Due	April 4
Meet with Board & Present the Candidates for In-Person Interview Selections***	April 16
Candidate Interviews with the Board***	April 26 - 27

## Verification for Superintendent

Please attach a brief explanation for any circumstances arising from the questions below that you are unable to initial. I hereby certify that none of the listed conditions have occurred by initialing each of the following:

\_\_\_\_\_ I have never left any educational school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review, or investigation of alleged misconduct or alleged violation of professional standards of conduct or had reason to believe such investigation was imminent.

\_\_\_\_\_ I am currently not the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of the professional standards of conduct.

\_\_\_\_\_ I have never failed to complete a contract for educational services in any educational or school-related position for any alleged misconduct or alleged violation of professional standards of conduct.

\_\_\_\_\_ I have never had a professional certificate, credential or license (of any kind) revoked or suspended nor have I been placed on probationary status for any alleged misconduct or alleged violation of the professional standards of conduct.

\_\_\_\_\_ I have never been denied a professional license for which I applied or was granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct.

\_\_\_\_\_ I have never surrendered a professional license of any kind before its expiration.

\_\_\_\_\_ I have never been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure.

\_\_\_\_\_ I have never been convicted or been granted conditional discharge by a court for any: (a) felony, (b) misdemeanor, or (c) major traffic violation, such as; driving under the influence of intoxicants or illegal drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while my license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident.

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\_\_\_\_\_ I have never entered a plea of guilty or no contest relative to any charge for an offense listed in the question above.

\_\_\_\_\_ I have never had any civil judgment or other court order entered against me resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking or other threatening behavior toward other persons.

\_\_\_\_\_ I have never been the subject of a substantiated report of child abuse or sexual conduct (involving a K-12 student or minor child).

\_\_\_\_\_ I am currently not the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct (involving a K-12 student or minor child).

\_\_\_\_\_ I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision.

## **Confirmation of Verification**

The information that I have provided in this Verification of Superintendent Application is true and accurate to the best of my knowledge. I have answered all of the questions to the best of my ability and I have not knowingly withheld information that would negatively affect my application. Any misrepresentations or omissions of fact in this application, any materials submitted with this application, or during interviews may be cause for rejection of this application or subsequent dismissal from employment, if hired.

I hereby authorize all my current and former employers who are education providers to disclose the (a) dates of my employment; (b) whether I was the subject of any substantiated reports of child abuse or sexual conduct related to my employment; (c) the dates of any substantiated reports; (d) the definitions of child abuse and sexual conduct used by the education provider when the determination was made that any reports were substantiated; and (e) the definitions of child abuse and sexual conduct used by my education provider employer to determine whether any reports were substantiated.

I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualifications, or fitness to provide such information to the school district for which I have completed an employment application. I release the school district and all persons providing this information to the school district from any liability whatsoever for obtaining and providing that information, regardless of the results.

I acknowledge that finalists in this superintendent search may be subject to criminal records check by the school district or any other relevant state-licensing agency related to my employment. I acknowledge that the school district may conduct an

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Internet search, reference checks, background investigations and confirmation of employment as a part of this application.

Signature of Applicant: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_