

**Elko County School District
Board of Trustees
Announcement of Search to Fill the Position of
Superintendent of Schools**

Members of Board of Trustees

Thad Ballard, President

Kieth Fish

Teresa Dastrup, Clerk

Ira Wines

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Tammie Cracraft-Dickinson

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I. Board of Trustees Goals and Objectives

The Board of Trustees is committed to providing educational opportunities enabling each student to achieve their individual potential; to a constant awareness of the concerns and desires of the whole District regarding the quality and performance of the schools, and to educational leadership.

Additionally, the Board of Trustees' specific policy and direction goals are:

- * Parent and community involvement and participation in all schools;
- * Board of Trustees effective development of goals, budgets and policies;
- * Improved student academic performance as documented by test scores and other indicators;
- * A Long Range School Facility Plan that reflects the projected needs through the year 2023;
- * A comprehensive follow-up system is needed for graduates which provides objective information for purposes of making policy decisions regarding curriculum, instruction and allocation of resources.

II. The District

The Elko County School District is located in the northeastern corner of Nevada. The District covers 17,146 square miles and has schools located in seven major communities and six rural communities throughout the county with an enrollment of 10,000 students.

Owyhee Combined Schools has 286 students in grades K-12 and is located on the Duck Valley Indian Reservation which lies on the Nevada-Idaho border 140 miles south of Boise, Idaho. Jackpot Combined School serves 132 students in grades K-12 and is located in Jackpot, Nevada, which lies on the Nevada-Idaho border 47 miles south of Twin Falls, Idaho, The community of Wells, located 50 miles east of Elko, has an elementary school and a secondary school which serve a total of 329 students. The West Wendover schools are located at West Wendover, Nevada which lies on the Nevada-Utah border 120 miles west of Salt Lake City, Utah. West Wendover Elementary School serves 550 students, West Wendover Middle School serves 173 students and West Wendover High School has an enrollment of 300 students. Carlin Combined School, located in Carlin, Nevada 23 miles west of Elko, serves 328 students in grades K-12. Sage Elementary is located 7 miles southeast of Elko and serves 551 students in grades K-5. The Spring Creek Elementary School is located 14 miles southeast of Elko and serves students from several residential developments and rural communities. At the present time, this school serves 882 students in grades K-5. The Spring Creek High School is located 7 miles southeast of Elko and provides services to 873 students in

grades 9-12. Spring Creek Middle School is located 7 miles southeast of Elko with 675 students in grades 6-8. The Elko County School District is currently evaluating bids to construct a new elementary school to reduce crowding in Spring Creek.

The largest community in Elko County is Elko. The estimated population is approximately 20,422 according to 2016 Census data. Elko has the following schools: Elko High School serving grades 9-12 with 1233 students; Adobe Middle School serving grades 7 and 8 with 648 students; Flag View Intermediate School serving grades 5 and 6 with 702 students. Southside Elementary serving grades K-4 with 613 students; Northside Elementary serving grades K-4, with 389 students; Mountain View Elementary serving grades K-4, with 574 students, and Grammar School #2 serving grades K-4 with 335 students.

III. The Superintendency:

A. Position Responsibilities:

The Superintendent is the Chief Executive Officer of the District, and within the policies established by the Board of Trustees, has responsibility for managing and directing all fiscal, instructional, personnel, and administrative activities, including but not limited to:

- * Preparing the agenda for and attending all meetings of the Board of Trustees.
- * Delegating to other employees of the Board of Trustees, the exercise of any powers or the discharge of any duties with the knowledge that the delegation of power or duty does not relieve the Superintendent of final responsibility for the action under such delegation.
- * Supervising the preparation and presentation of the annual budget and recommending it to the Board of Trustees for approval.
- * Representing the District in its dealings with other school systems, institutions, agencies, community organizations, educational associations, the general public, the news media and state and national entities.
- * Coordinating the total educational program and providing leadership in its development and improvement.
- * Nominating for employment the best qualified and most competent teaching, supervisory, and administrative personnel.
- * Filing, or causing to be filed, all reports required by the federal government, the State, or the Board of Trustees.
- * Supervising, through his/her administrators, methods of teaching, supervision, and administration leading to effective instruction.
- * Establishing and maintaining efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board of Trustees.
- * Informing the Board of Trustees about the status of the school system as well as educational trends and practices.
- * Initiating and guiding the development of policies for the Board of Trustees' consideration and developing administrative rules to implement the Board of Trustees' policies.
- * Conducting periodic District administrator meetings and others, as necessary.
- * Using discretion to act on any matter not covered by law or policy; reporting such action to the Board of Trustees as soon as practicable, and recommending policy in order to provide guidance in the future.

B. Expected Qualifications and Characteristics for the Superintendent

The Board of Trustees expects the following qualifications and characteristics to be demonstrated by a successful applicant for this position:

- * Courage, honesty, and ethical behavior.
- * Strong problem solving, mediation and collaboration skills.
- * Strong oral, written and public communication skills.
- * The ability to work effectively with people within and outside of the District.
- * Personal and professional commitment to continuing the process of improving the District's educational service to students.
- * A comprehensive knowledge of the issues of educational accountability, high expectations and curriculum standards for all students, student assessment, and professional development support for all school and District staff.
- * Demonstrated success in organizational and fiscal management.
- * Energy, enthusiasm, and a sense of humor.
- * Skill in delegating tasks and responsibilities to others and providing opportunities for staff initiative; but holding staff accountable for quality performance and end products.
- * Mentoring to create opportunities for advancement within the District and a pool of candidates for leadership positions.
- * N.R.S. 391.110 Superintendent of schools: Employment; qualifications; term; dismissal; administration of oaths.
 1. The Board of Trustees of school district may:
 - (a) Employ any person whom the Board of Trustees determines is qualified to serve as the superintendent of schools of the school district. The commission may require the superintendent of any school district to hold a master's degree.
 - (b) Define his powers and fix his duties.
 - (c) Fix his salary.
 2. If the Board of Trustees of a school district employs a person who is not licensed as an administrator to serve as the superintendent of schools, the Board of Trustees shall employ a person who is licensed as an administrator to oversee the academic programs of the public schools within the school district.
 3. A superintendent of schools may be employed for an initial term not to exceed 4 years. The term of any subsequent employment may be of any duration.
 4. A superintendent of schools may be dismissed at any time for cause.
 5. A superintendent of schools may administer oaths or affirmations relating to public schools.

IV. Salary and Benefits:

- Employer paid retirement contributions (100%) in the Nevada Public Employees Retirement System.
- Sick Leave (15 days per year).
- Employer paid medical and life insurance premiums.
- Annual/personal leave.
- No state income tax.

- Salary range - \$138,650 to \$150,296. Contingent on education and experience. Increment may be added to salary for applicable doctoral degree.

V. Time Line:

- * April 4, 2018 - Deadline for receipt of all required materials and completed application.
- * April 25, 2018 thru April 27, 2018 - Interview of finalists conducted by Board of Trustees.
- * May 8, 2018 - Announcement of Superintendent selected.

For Application Contact:

Kassandra Gray, Secretary to the Board/Assistant to the Superintendent
 Elko County School District
 P.O. Box 1012
 Elko, NV 89803
 Telephone: (775) 738-5196, Option 1
 Fax: (775) 738-5857

For additional information about the position contact:

Thad Ballard, President
 Board of Trustees
 P.O. Box 1012
 Elko, NV 89803
 Telephone: (775) 738-5196, Option 1
 Fax: (775) 738-5857

Jeff Zander, Superintendent (Retiring)
 Elko County School District
 P.O. Box 1012
 Elko, NV 89803
 Telephone: (775) 738-5196, Option 1
 Fax: (775) 738-5857

The **Application Requirements** are:

- Letter of Interest
- Completed Superintendent Application Form
- Current Resume
- Copy of current administrator license
- Statement of Educational Philosophy (1 page)
- Letters of Recommendation (3-5 preferred)

Other information demonstrating success in education