

APPLICATION & SELECTION PROCEDURE

All nominations, letters of application, inquiries, credentials and copies of legal proof of administrative qualifications should be addressed to:



PO. Box 7346, Omaha, NE 68107
Phone (402) 991-7031 Fax (402) 991-7168
E-mail: mail@macnjake.com www.macnjake.com

An application for superintendent should include:

- A letter setting forth personal qualifications, experiences and reasons for interest in the position.
- A current résumé.
- A completed application form.
- Reference letters, certificates and licenses, and academic transcripts from colleges/universities indicating degree(s).

Candidates are asked not to directly contact board members. Any effort to do so will eliminate them from consideration. Names of applicants will be held in strict confidence whenever possible. However, McPherson & Jacobson complies with individual states' Freedom of Information laws. In the final process, the board may visit the district where the candidate is employed, but will not proceed without the knowledge and consent of the candidate.

Selection Time Line

1. Application deadline: June 6, 2008.
2. Finalists selected by Board of Education by: June 19, 2008.
3. Interviews with Board of Education: Starting the week of June 23, 2008.
4. Starting Date: Date mutually agreed upon between the district and candidate.

PCM Community School District is an Equal Opportunity Employer.

An Invitation to Apply for the Position of

Superintendent

***PCM Community
School District***



Prairie City, Iowa

The Position

The PCM Community School District Board of Education, Prairie City, Iowa, is seeking a highly qualified and fully certified Superintendent. The Board wishes to have the successful candidate assume the responsibilities of the position on a mutually agreed upon date.

McPherson & Jacobson L.L.C. Recruitment and Development, in conjunction with the Iowa Association of School Boards, has been engaged as the consultant in a search for outstanding candidates. They will assist the Board of Education in identifying and screening the candidates.

The Qualifications

The candidate must have the background, skills and abilities essential for excellence in educational leadership. The Board recognizes that selecting a superintendent is one of the most important decisions it will make. The Board and stakeholder representatives have identified the following desired characteristics:

- ▶ A leader who has proficient knowledge of school finance, state and federal regulations and mandates, special educational programs, and essential personnel regulations. Possesses the

technical abilities to move knowledge and understanding to application.

- ▶ A leader who maintains focus on what is best for kids in a safe and orderly environment. Has a demonstrated ability to increase student achievement.

- ▶ A leader with excellent communication and public relation skills, which compliment the ability to resolve conflict and build strong relationships with the school board, school personnel and community.

- ▶ An innovative educational leader receptive to new research-based ideas and a demonstrated willingness to lead and implement change. Has a record of success in promoting educational practices that maintain and improve learning effectiveness.

- ▶ A collaborative team builder who empowers teachers and administrators. Possesses the skill of bringing out the best in students and staff by delegating responsibilities, granting autonomy and ultimately holding people accountable.

The District

The growing PCM Community School District currently has approximately 1,006 students and covers 194.5 square miles. There are 169 staff members: six administrators, 79 certified teachers, and 84 classified staff members.

The district has four schools, Prairie City Elementary, Monroe Elementary, PCM Middle School, and PCM High School.

There are nine computer labs with over 185 computers for student use. The classrooms are also equipped with computers and internet access.

Daycare and preschool are offered at both of the elementary schools.

Students are able to enhance their science education by enjoying the outdoor science classroom that was made possible by a donation by the Metro Waste Authority.

Middle school students can participate in many extracurricular activities and clubs, including band and chorus.

There are approximately 130 class offerings for students in the high school. Clubs and organizations for high school students include drama, academic challenges, speech contests, drill team, athletics, music, FFA, and leadership groups.

Booster clubs, volunteers, and civic groups make the PCM Schools a wonderful place to learn.

The assessed valuation for the district is \$209,583,445. The operating budget is \$12,945,268.

District website: www.pcmmonroe.k12.ia.us

The Community

*Community websites: <http://www.prairiecityiowa.us/>
<http://www.monroeiowa50170.com/>*

PCM Community School District is located approximately 20 miles east of Des Moines and is comprised of the cities of Prairie City, Monroe, and Reasnor. Prairie City has a population of over 1,300 residents; and Monroe is home to 1,838 people.

Major employers in the area include Midland Manufacturing, PCM Schools, Hewitts Service Center, Casey's plus many other service and retail outlets.

There are eight hospitals located within an hour's drive of the communities. The cities offer family practice care, family dental care, plus other specialists and clinics.

Recreational activities include the City Park and Community Building in Prairie City; Monroe Recreation Park which is under construction and is slated for completion in 2010; public and private golf courses; tennis courts; swimming pools,

softball and baseball fields. There is also a recreation complex under construction in Prairie City.

Attractions in the area include Neal Smith National Wildlife Refuge, Lake Red Rock State Park, Newton Speedway, Knoxville Raceway and Sprint Car Museum, Prairie Meadows Race Track and Casino, and Tulip Time in Pella.

The cities have many active organizations including American Legion, Kiwanis, Lions Club, and Prairie City Historical Society.

The communities offer many fine churches representing many denominations.

Higher educational activities are available from Des Moines Area Comm. College, Grand View College, Grinnell College, Central College, Drake University, Iowa State University, and Simpson College.

Board of Education

The Board of Education consists of seven members who are elected to serve a three-year term. The tenure of the Board members ranges from one to eight years.

Name	Occupation	Years Served
John Woestman, President	Manager, The Kellen Company	8 years
Michele Wilkie, Vice President	Human Relations Manager, Prairie Meadows	2 years
Tim McCarthy	Deputy Controller/City of Des Moines	2 years
Suzanne Morecock	Teacher	3 years
Lori Storm	Realtor	2 years
Krista Von Bank	Teacher	3 years
Lana Wilson	Retired Insurance Agent	1 year

MISSION STATEMENT

To provide the academic and social opportunities to meet the individual educational and emotional needs of all students enabling them to lead productive and fulfilling lives