

*An Invitation to Apply for the Position of*  
*Superintendent*

**Port Townsend  
School District**



**Port Townsend, Washington**

## ***The Position***

The Port Townsend School District Board of Directors, Port Townsend, Washington is seeking a highly qualified Superintendent of Schools. The Board wishes to have the successful candidate assume the responsibilities of the position July 1, 2012.

McPherson & Jacobson L.L.C. Recruitment and Development, in collaboration with the Washington State School Directors' Association, has been engaged as the consultant in a search for outstanding candidates. They will assist the Board of Directors in identifying and screening the candidates.

### ***The Qualifications***

The successful candidate will appreciate the challenge of working in a community that has a highly educated community, a strong commitment to place, and a sophisticated understanding of the world. Students who learn in Port Townsend schools are the beneficiaries of a small-scale school system that purposefully prepares them to go into the larger world to further their achievements and contributions.

- The successful candidate will possess strong communication skills, both written and verbal, and utilize multiple forms of media. This candidate builds consensus among diverse groups, and is regularly accessible and visible in the schools and community.
- The successful candidate is a visionary leader who inspires students, teachers, parents and community and has the courage to make tough decisions, bring about needed change and be entrepreneurial in approach.
- The successful candidate will be a person that sets high expectations and standards for all students and staff and delivers on them. He/she accepts responsibility for graduating young people that are prepared for post-secondary learning.
- The successful candidate has demonstrated experience in school finance, the creative use of resources, and utilizes data-based decision making. The successful candidate can demonstrate the ability to set goals, implement objectives and measure outcomes.
- The successful candidate has a strong demonstrated background in curriculum; a suite of successful experiences initiating and implementing innovative programs including career and technical education programs, and integrating technology throughout the system from the classroom to the board room.

*The successful candidate must be willing to live in the district.*

## ***The Community***

Port Townsend is world-renowned for its living history, its spectacular setting and its reputation for arts and culture. Founded in 1851, the town became a small Victorian city in the 1890s as it built up to become the western terminus of the American railroads. That dream collapsed, but the historic architecture did not and remains dominant to this day in the downtown commercial center and among dozens of uptown Victorian homes. Today it is a fascinating and energetic confluence of historical and modern sensibilities. It is a place that enjoys both deep blue-collar roots and urban chic tastes. The city has a stable residential population of almost 9,000, but hosts more than 1 million tourists annually. With an active and informed citizenry, the 2011 election voter turnout exceeded 80 percent.

Port Townsend's natural setting has few if any peers in North America. The area has long been touted for its mild climate in the rain shadow of the Olympic Mountains. Port Townsend is surrounded by Washington's inland sea on three sides and is a magnet for sailors, boaters and craftsmen who build or repair wooden boats. It is a hiker's paradise at the edge of the vast Olympic National Park and national forests, and the surrounding lowlands are thick with timber, rivers and wildlife. Historic farms are being revived as artisan and organic farms, drawing young families to work the soil and hundreds of local residents to the state's most popular weekly Farmers Market. With its timber and maritime heritage, Port Townsend boasts a working waterfront with a paper mill, boatyard, two marinas and a maritime center that is home to the annual Wooden Boat Festival. Creativity is celebrated in many ways. Hundreds of artists explore and hone their craft in letters, fine arts, music, theater and film, many drawn by Centrum, a nationally recognized foundation for the arts. It, along with several other creative nonprofits, is based at the 435-acre Fort Worden State Park, a campus and forested enclave within the city.

The community's natural and cultural assets are woven into Port Townsend's schools as valuable enrichment opportunities for our children. Partnerships with Centrum, the Northwest Maritime Center/Wooden Boat Foundation, and the Port Townsend Marine Science Center have all contributed to the education of our students. The schools are further supported by the fundraising of the Port Townsend Education Foundation, two PTAs and a longstanding PT Alumni Association, as well many other youth and community-oriented activities and clubs.

*District website: [www.ptschools.org](http://www.ptschools.org)*

## *The District*

The district is committed to providing excellent education opportunities for all students. Approximately 1,240 students are served by the Port Townsend School District, K-12. Three different campuses provide the setting of the schools' community which is made up of one elementary school, Grant Street (Pre-K-3), one middle school, Blue Heron (4-8), and one high school, Port Townsend High (9-12). The alternative academic programs include: Individual Choice Education (ICE) which serves students K-12; the Optional Education Program (OPEPO) serving K-6; the Home School and Virtual Education Network (HAVEN) grades 6-12, and MarVista grades 10-12.



Students may also attend Running Start through Peninsula College branch campus, located at Fort Worden State Park. Historically, the Port Townsend School district and community have maintained that strong arts, music and co-curricular programs with skill building, teamwork, sportsmanship and positive peer relationships should be emphasized. The citizens are strong supporters of the schools, almost always approving funding requests, and are engaged in helping the district at many levels when invited.

The district employs approximately 79 certificated staff and 51 classified staff. The assessed valuation of the district is \$2,513,185,130 with an operating budget of \$13,006,804. The district recently passed its 4-year Educational Programs levy with 67 percent. The district covers 170 square miles, and operates its bus service, food service and some sports in partnership with the neighboring Chimacum School District.

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## *Board of Directors*

The Board of Directors consists of five board members, each elected to serve four-year terms. The incumbency of the members ranges from newly elected to four years.

<b>Name</b>	<b>Occupation</b>	<b>Years Served</b>
Anne Burkart	Magazine Publisher	4 years
Holley Carlson	Real Estate Broker	2 years
Jennifer James-Wilson	Newspaper Publishing	2 years
Bill LeMaster	Business Owner	Newly elected
Pamela Day	Retired Special Ed Teacher	Newly elected

### ***MISSION STATEMENT***

***In partnership with home and community, Port Townsend School District provides a learning environment where each student develops the knowledge and skills to become a creative, successful and engaged citizen.***

# APPLICATION & SELECTION PROCEDURE

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



7905 L St., Suite 310, Omaha, NE 68127  
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 (from [www.macnjake.com](http://www.macnjake.com))
- Reference letters, certificates and licenses, and academic transcripts from colleges/universities indicating degree(s).

Candidates are asked to not 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: January 31, 2012
2. Semi-finalists selected by board of directors: February 25, 2012
3. Semi-finalists' interviews with the board of directors: March 3, 2012
4. Finalists' site visits March 5-7 2012
5. Selection of the superintendent: March 8, 2012
6. Starting Date: July 1, 2012

Port Townsend School District is an Equal Opportunity Employer.