

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



***Sequim School***  
***District No. 323***



***Sequim, Washington***

## The Position

The Sequim District Board of Directors, Sequim, 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 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 has identified the following desired characteristics:

- The Superintendent will have strong communication and exceptional listening skills, be open-minded and sincere when interacting with all district stakeholders.
- Superintendent will be a visionary and an innovative thinker. He/She will assist the Board of Directors in planning for the district's future, specifically in the areas of student achievement, professional development, finance and facilities.
- The Superintendent must have a thorough understanding of how integrating technology into everyday learning will meet the needs of students. She/He must lead the district into the 21st century.
- Superintendent will be a team-builder who leads by example and holds everyone to the highest standard. He/She will set challenging goals, implement objectives and measure outcomes.
- The Superintendent will understand the political dynamics of living and working in a small community. The Superintendent will have strong interpersonal skills. She/He must be visible, approachable and engaged within our schools and community.

*Note: The successful candidate must be willing to live in the district. A superintendent certificate is preferred.*

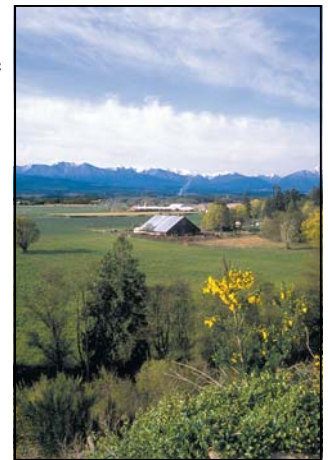
## The Community

Sequim is situated in the pastoral Dungeness Valley and is nestled between the Olympic Mountains and the Strait of Juan de Fuca. Sequim is a 90-minute drive from the Seattle ferries and only a 30-minute trip to the ferry departing for Victoria, British Columbia. Sequim's mild temperatures and low rainfall have made it a very popular retirement and recreation area.

Sequim is a paradise for those who enjoy outdoor activities. Hiking, biking, and birding are popular adventures for residents and tourists. Biking on the Olympic Discovery Trail, hiking on forest trails and along the nation's longest natural sand spit to the Dungeness Lighthouse, fishing in fresh or saltwater, and visiting local berry and lavender farms are just some of Sequim's attractions. The Sequim community is also the home of two festivals, the Irrigation Festival in May, which goes back to its homesteading days, and the Sequim Lavender Festival in July.

The boundaries of the Sequim School District include the City of Sequim and its environs. The top five employers in the Sequim School District are the Jamestown

S'Klallam Tribe, the Sequim School District, the City of Sequim, the Olympic Medical Center and the Battelle Northwest Marine Research Laboratory. In the last decade, Sequim has become the shopping hub for the Olympic Peninsula while preserving its small town flavor. Local service clubs annually provide approximately \$250,000 in scholarship awards to our graduating Seniors and the community at-large has been supportive of Sequim's last 3 levy requests. Sequim is fortunate to have two out of three of our state district's (District 24) legislators residing here.



*District website: [www.sequim.k12.wa.us](http://www.sequim.k12.wa.us)*

## *The District*

Sequim's public schools have an excellent reputation for high academic standards and strong extracurricular and co-curricular programs, with continued focus on art and music above and beyond what the state provides. Standardized test scores remain consistently higher than the state's scores.



The district's schools are located on two sites. A 60-acre campus within the City of Sequim is comprised of one elementary school, a community school, and the middle and high schools. A second elementary school is located on approximately 20 acres, three miles west of Sequim in a non-incorporated community named Carlsborg.



More than 350 full or part-time certified and classified staff members serve the district's over 2,800 students, grades K-12. Although Sequim is experiencing a slight decline in enrollment, student numbers have remained predictable.

There are approximately 150 certified teachers, with 64% holding at least a master's degree. There are 7 administrators serving 5 buildings, with the curriculum director, special education director and superintendent serving the entire district.

The annual operating budget of the district is approximately \$24.5 million with per pupil funding at approximately \$8,500 per student. The district currently has an ending fund balance of approximately 11%.

The current five-member school board offers stability with a cumulative 27 years of board experience in Sequim and a history of working well together.



## *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 three to eight years.

<b>Name</b>	<b>Occupation</b>	<b>Years Served</b>
Sarah Bedinger, President	Consultant	8 years
Virginia O'Neil, Vice-President	Business Manager	4 years
Beverly Horan	Education/Teacher	6 years
Walter Johnson	Retired/Engineer	6 years
John Bridge	Retired/Teacher	3 years

### ***MISSION STATEMENT***

*The School District shall inspire and achieve excellence in the academic, creative and physical potential of every student.*

# 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 21, 2012
3. Semi-Finalists Interviews with Board of Directors: March 10, 2012
4. Finalists Interviews with Board of Directors: March 19-21, 2012
5. Selection of the Superintendent: March 22, 2012
6. Starting Date: July 1, 2012

Sequim School District is an Equal Opportunity Employer.