



SUPERINTENDENT OF SCHOOLS

JOB POSTING

The Board of Education of the Muskegon Public Schools is conducting a search for its next superintendent. It is expected that the superintendent will be in place on or about August 1, 2019.

About the District

The Muskegon Public Schools is a dynamic family of institutions serving approximately 3600 highly diverse K-12 students. Made up of 232 teachers, 158 support staff, and 20 administrators. We provide educational, social and cultural opportunities in five elementary schools, one middle school, a comprehensive high school and an alternative school.

Muskegon is on Lake Michigan, three hours from Chicago and 40 minutes northwest of Grand Rapids. Muskegon is a community of approximately 38,400 residents and in a metropolitan area of 173,400 people. The county seat of the most populous stretch of Michigan's western shoreline, this multiracial city is proud of its turn-of-the-century architecture, a fine library, active churches, and abundant recreational activities.

Our average class size is 23 at the elementary level and 28 at middle and high school. One hundred percent of our teachers are certified. At least 62% of our staff holds Masters level degrees with five staff holding doctoral degrees. We graduate 93% of our students and 72% of our students are enrolled in college the first year after graduation.

Muskegon is a location that businesses are considering for new enterprises as well as expansions for current businesses. Currently there is \$50 million worth of development projects underway in downtown Muskegon; over the last 15 years, investment has surpassed \$200 million.

Muskegon Points of Pride

- ✓ Muskegon has a K-6 Two-Way Spanish Language Immersion Program
- ✓ Muskegon offers all-day kindergarten
- ✓ Muskegon Community College Dual Enrollment paid for by Muskegon.

- ✓ Muskegon High School has an award winning instrumental/music programs.
- ✓ Muskegon High School offers Early College.
- ✓ Muskegon High School offers honors classes at all levels.
- ✓ Muskegon High School's Girls' Basketball team won MHSAA State Semifinalist in 2018-19.
- ✓ Muskegon High School's Boys' Football team won Division 3 MHSAA State Championship in 2017-18
- ✓ Muskegon High School offers work-based learning experiences.
- ✓ Muskegon Public Schools implemented a 1:1 Chromebook program in all buildings K-12.
- ✓ Muskegon Public Schools offers afterschool tutoring and academic assistance with transportation.

District Demographics

Enrollment: 3,609

Instructional Staff: 232

Support Staff: 158

Administrators: 20

Foundation Grant: \$7,951

Enhancement Millage: Provides approximately \$181 per student, per year

Debt Retirement Millage: 7.36 mils

Budgeted Expenditures: Approximately \$45,000,000

Estimated June 30, 2019 Fund Balance: \$4,000,000 (Approximately 8.5%)

Sinking Fund: 1 mill = \$500,000

Selection Criteria:

- Michigan Administrative Certificate, or equivalent for serving as Superintendent
- Minimum of a Master's Degree in Educational Leadership/Curriculum, or equivalent
- Minimum of three years successful experience building principal or central office experience; superintendent experience preferred
- The Muskegon Board of Education has determined that the following criteria are those which are the most highly sought in a new superintendent:
 - ✓ Exemplifies the highest level of personal and professional ethics, personal integrity and trust
 - ✓ A visionary leader with the ability to engage all stakeholders in the pursuit of a clear vision for the district that focuses on student achievement, communication and use of district resources
 - ✓ Leadership experience in a traditional public school setting that reflects a record of success in positions of increasing responsibility and that includes: three years of building principal/central office experience, at a minimum; however, non-traditional candidates with proper credentials and background may be considered

- ✓ A school leader who is approachable, treats everyone with respect and dignity and who is open to ideas and suggestions from a variety of sources within the school community
- ✓ Demonstrates effective communications skills (writing, public speaking and listening); and excellent interpersonal and public relations skills
- ✓ Committed to full transparency in communications with all constituents
- ✓ Dedication to education excellence and the success of all students
- ✓ Demonstrated knowledge of and experience with effective curriculum, instruction, professional development, assessment and best practices to improve teaching and student achievement within all students of varying socioeconomic backgrounds
- ✓ A commitment to a philosophy of continuous improvement through collaboration and research
- ✓ Demonstrated knowledge of and experience in public school finance and fiscal management; inclusive of bond issues, sinking funds and related expenses
- ✓ Knowledge of facility maintenance and operations including: support services, facility studies and capital improvements
- ✓ Demonstrated success in human resource management, including collective bargaining, contract administration and employment practices
- ✓ An individual who sets high expectations for self and others; holds staff at all levels accountable; and who accepts responsibility for results
- ✓ An individual who has demonstrated a solid working relationship with staff and community while experiencing challenging external factors affecting public education.
- ✓ Demonstrated track record of direct involvement and knowledge of politics of public education at the local, intermediate, state and federal levels
- ✓ Demonstrated ability to be visible throughout the district and actively engaged with the school and community activities
- ✓ Proven leadership ability with skills in implementing change, collaboration, successful systems, creative problem solving, intelligent risk taking and team building
- ✓ Demonstrates a true love of all children and a vision to improve the education and well-being of all children

Salary and Contract Information

- The Board will offer a regionally competitive comprehensive, multi-year contract with a salary commensurate with experience.

Application Procedure

- Interested candidates should complete and submit the Michigan Leadership Institute on-line application found at www.mileader.org or <http://www.applitrack.com/mileader/onlineapp>
- Completed on-line applications must be submitted no later than 4:00 PM on Friday, June 14, 2019.

- No “hard copy”, fax or emailed copies accepted. All materials will be treated confidentially through the screening process only upon the written request of the candidate.
- All questions regarding the search should be submitted to David Killips, Regional President, Michigan Leadership Institute, 734-320-6572, dkkillips@gmail.com.

Applicants are advised not to make direct contact with any member of the Board of Education.

Search Timeline

- Application deadline – 4:00 PM, Friday, June 14, 2019
- Selection of candidates for first interviews – June 20, 2019
- Public Interviews – June 24, 25 and 26, 2019
- Second Round of Public Interviews – July 8 and 9, 2019
- Site or in-district visit - To be determined
- Start date – On or about August 1, 2019

The Board may make exceptions to this profile, process and/or timeline to ensure selection of the best possible candidate. The services of Michigan Leadership Institute have been secured to assist the Board in the search process and in the screening of candidates. The Board of Education will make all decisions with respect to process, evaluation of candidates, and appointment of the successful candidate.

Board of Education

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The superintendent search will be conducted with due regard to the Michigan Open Meetings Act (Public Act 267 of 1976) requirement of open meetings for all public body deliberations, decisions and interviews.



Muskegon Public Schools is an equal opportunity employer.