

## AN INVITATION TO APPLY

**T**HE BOARD OF TRUSTEES of the Cutten School District is conducting a search for a district superintendent/principal to replace the current superintendent/principal who is retiring in June. In addition to district-wide responsibilities, the superintendent/principal serves as site supervisor of one of the district's two sites and another principal is assigned to the second site. The Board is desirous of employing a strong leader who will provide positive, visionary leadership. The Board seeks a superintendent/principal who projects a strong child-centered focus and is interested in becoming fully involved in the school community.

## CUTTEN SCHOOL DISTRICT

### *Building a better world, one student at a time*

Located on the outskirts of Eureka, California, the Cutten School District is comprised of two sites and has an enrollment of approximately 620 students. Transitional kindergarten through second grade students attend Ridgewood School, and third through sixth grade students attend Cutten School. There is also a primary special day class. The district considers itself as one school with two sites, separated by 2.6 miles.

A hallmark of the district is the close community feeling supported by an exceedingly-collaborative staff, and an extremely high level of parent involvement. The belief is held that parent and family participation in all aspects of their children's education is the foundation for school success, the promotion of life-long learning, and the development of happy, contributing citizens. Ongoing, intensive, and mindful efforts to foster and support family involvement is thoroughly, profoundly embedded in the district culture.

Through the efforts of the dedicated Board of Trustees, an award-winning PTA and the Cutten Ridgewood Student Foundation, students are provided an extensive music program, two well-equipped and well-staffed libraries, technology firmly grounded in the 21st Century, assistants in every classroom every day, GATE for grades 4 - 6, expansive intervention programs, and individual and family social work services.

The district is small enough to enjoy a community feeling, yet large enough to provide an enriched, safe, and welcoming learning environment where students are connected and engaged in their education.

*The Cutten School District has been providing excellence in education since 1891.*

## PERSONAL AND PROFESSIONAL QUALIFICATIONS

- A strong leader who can unite and bring community members and staff together to support the schools
- Ability to identify, select, supervise, and evaluate staff in a manner that ensures both outstanding performance and good moral
- Clear vision for the district and a personal commitment to excellence
- Honesty, integrity, trustworthy, compassion and respect for others
- A transparent participatory leadership style
- Effective communicator with the ability to listen
- Desire to be highly visible within the classroom and the community
- Thorough knowledge of current business practices, school finance and the intricacies of school budgeting in accordance with the Local Control Funding Formula (LCFF)
- Experience and knowledge with the development of a Local Control and Accountability Plan (LCAP)
- A strong understanding of facilities with emphasis on modernization
- Ability to establish effective rapport with students and staff
- Knowledge of Common Core State Standards, K-6 curriculum and special programs
- Ability to coordinate District resources and professional development opportunities to support students of all abilities
- Knowledge of best practices for the use of technology in the classroom to support student learning

## EDUCATION & EXPERIENCE

- Minimum of five years teaching experience at the elementary level preferred
- California Administrative Services Credential
- Previous administrative or supervisory experience
- Advanced degree desirable

## SALARY & BENEFITS

- Salary Range: Starting at \$110,000 – negotiable. Placement is dependent upon background and references
- 220 days per year
- Family health, dental, and vision insurance
- Paid professional association membership
- Multi-year contract negotiable
- Effective date of employment: July 1, 2021

## APPLICATION PROCEDURE

The Board of Trustees encourages applications from within and outside the organization and intends to give full consideration to each complete application.

An application will be considered complete upon receipt of the following documents no later than Friday, January 29, 2021, at 4:00 p.m.

1. A letter of intent summarizing one's candidacy, qualifications, and interests in the position, including experience with bond implementation and PBIS management
2. A professional resume
3. A certificated management application form completed as instructed\*
4. A minimum of five current letters of recommendation

*\*Applications can be found on the Humboldt County Office of Education's website at [www.hcoe.org](http://www.hcoe.org). For questions or assistance contact the HCOE Personnel Department at 707/445-7039.*

All application materials are to be sent to:

Jenny Bowen, Director of Personnel Services  
901 Myrtle Avenue, Eureka, CA 95501-1294  
[jbowen@hcoe.org](mailto:jbowen@hcoe.org)

SELECTION PROCESS

- Completed application files will be screened by a committee of professionals and Board members. After screening, the Board will identify candidates to interview.
- Candidates identified and selected by the Board will be interviewed by a district liaison committee comprised of staff and community members and by the Board of Trustees. This is tentatively scheduled for February, 2021.
- A professional background review, which may include a visit to the candidate’s local community and place of employment, may be conducted on the top candidate(s) from the interviews.
- A second round interview may also be requested before any final offer of employment is made.
- Final selection and notification of appointment is anticipated to be made by the Board of Trustees as soon as the process has been completed.

DISTRICT BOARD OF TRUSTEES

Board Members	Term Expires
Mary DeWald	2022
Dennis Reinholtsen	2022
Becky Reece	2024
Beth Johnston	2024
Andy Sundquist	2022

**NOTICE TO CANDIDATES:**  
Contact with Board members of the Cutten School District is prohibited. Candidates are encouraged to call the Board’s advisor for specific information.

**H**UMBOLDT COUNTY, BEST known for its beautiful redwoods, fishing and an abundance of working artists is located about 285 miles north of San Francisco and about 70 miles south of Oregon. The major industries include forest products, agriculture, fishing and tourism. Both Humboldt State University and College of the Redwoods contribute greatly to the cultural and educational opportunities of the county. With a moderate coastal climate, good air quality and great recreational opportunities, Humboldt County is truly a delightful place to live and work.



**For additional information on Humboldt County please check these Internet links:**

- Humboldt Online Guide**  
<http://www.humguide.com>
- Convention & Visitors Bureau**  
<https://www.visitredwoods.com/>
- Humboldt County Office of Education**  
<https://www.hcoe.org>
- Humboldt State University**  
<http://www.humboldt.edu>

Humboldt County  
Office of Education  
Humboldt County Office of Education  
901 Myrtle Avenue  
Eureka, CA 95501-1219



**The Board  
of Trustees  
of the  
CUTTEN  
SCHOOL  
DISTRICT**

**Invites  
Applications  
for  
DISTRICT  
SUPERINTENDENT/  
PRINCIPAL**

