

*An invitation to apply for the position of*  
*Superintendent*



***Maple Valley, Washington***

# *The Position*

The **Tahoma School District No. 409, Maple Valley, Washington**, Board of Directors, is seeking a highly qualified Superintendent. The Board wishes to have the successful candidate assume the responsibilities of the position July 1, 2018.

McPherson & Jacobson, L.L.C., Executive Recruitment and Development has been engaged as the consultant in a search for outstanding candidates. The firm 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:

- **Leadership** – Tahoma’s superintendent must be an educational leader and informed decision maker with a proven background of administrative performance who is committed to equitably putting students at the center of all decisions. They must understand the district’s unique and diverse needs and have a passion for public education. The superintendent needs to collaborate with the Board, administrators and staff and connect with students, families and community in meaningful and discernible ways to become a voice for the district.
- **Communication** – Tahoma’s superintendent must be an effective communicator who values building relationships among the board of directors, staff, students, parents and community members. They must have strong oral and written communication skills and be an active listener.
- **Visionary/Future Ready** – Tahoma’s superintendent must be a visionary educational leader who values collaboration, promotes a professional learning community and supports best instructional practices. They should possess a strong understanding of curriculum and be committed to sustaining Tahoma’s Future Ready vision and increasing student achievement. They must be comfortable with navigating change.
- **Accountability** – Tahoma’s superintendent must be accountable to our community with a full understanding of all facets of school administration including curriculum and instruction, school finance and operations, human resources and be familiar with Washington State education law and legislation. They must demonstrate the ability for setting high expectations and holding themselves and others accountable.
- **Relationship and Team Building** – Tahoma’s superintendent must be a collaborative teammate who demonstrates confident leadership and promotes a positive learning-focused culture to prepare our students to be Future Ready. They must understand the positive impact of a collaborative approach to problem solving, building consensus and maintaining caring relationships with students, families, staff and community.

## *Board of Directors*

The Board of Directors consists of five members who are elected to serve four-year terms. The incumbency of the Board members range from 1 to 21 years.

<u>Name</u>	<u>Occupation</u>	<u>Years Served</u>
Ms. Mary Jane Glaser, President	Graphic Artist	20 years
Ms. Tami Henkel	Office Manager	15 years
Ms. Didem Pierson	Advertising Sales	15 years
Ms. Valerie Paganelli	Financial Advisor, Actuary	1 year
Mr. Bill Clausmeyer	Manager	21 years

## *The District*

Tahoma School District has an enrollment of 8,200 students. There are 24 administrators, 483 (FTE) certificated staff, and 311 (FTE) classified staff members.

The District completed a transition this school year to new grade alignments and learning models. There are nine schools: six elementary schools, two middle schools and one high school (grades 9-12). Using proceeds from a 2013 construction bond measure, the district built a new Tahoma High School and a new Lake Wilderness Elementary School, along with improvements to every school in the district. The changes meant that two-thirds of the district's staff and students moved to different schools for the 2017-2018 school year. Despite the magnitude of these changes, Tahoma staff and students successfully launched the school year through strong collaboration and trust.

In addition to making physical changes, art and STEM classes were added at elementary schools this year and the high school switched from a six-period to an eight-period schedule that allows more elective class choices. Tahoma High School embraces the district's Future Ready initiative by offering students a rich variety of courses that prepare them for further education and careers. The school has an extensive CTE program as well as college preparation courses. Tahoma High School competes in the North Puget Sound League in all sports and club activities. Each middle school offers extracurricular athletics as well.

Music programs for band, orchestra and choir are offered in middle school and high school. There are numerous student clubs, including Bear Metal Robotics Club, We the People, astronomy, automotive, DECA, filmmaking, FBLA, diversity, etc. Programs for highly capable students are offered to elementary, middle, and high school students.

Tahoma student assessment scores are among the top 10 percent in the state. Our staff and administration are experienced and innovative.

The school district's assessed valuation is \$6 billion. The operating budget is \$106 million.



## *The Community*

Tahoma School District is about 25 miles southeast of Seattle, serving Maple Valley and surrounding unincorporated areas of Southeast King County. Maple Valley is a suburban city, population 25,000, that has earned high rankings in regional and national publications as a safe, desirable place for families.

At the center of Maple Valley is Lake Wilderness, a city park that features swimming, fishing, and non-motorized boating. The park is home to the annual Maple Valley Days celebration in June, the Hooked on Fishing Derby in April, outdoor concerts and movies, and other fun community events. Adjacent to the park are the Lake Wilderness Arboretum, Greater Maple Valley Community Center, Maple Valley branch of the King County Library, and Lake Wilderness Golf Course, an 18-hole municipal layout. The scenic Cedar River courses through the rural area of Tahoma School District and is popular for fishing and kayaking. Nearby outdoor recreation opportunities abound in all directions.

Tahoma School District is the largest employer in the area, with nearly 1,000 employees. It is estimated that 11,000 residents commute to the region's major employment centers in Renton, Bellevue, Redmond, and Seattle.

The community has two main shopping, restaurant and retail centers and is served by several medical clinics and offices. A MultiCare hospital is a short drive from Maple Valley in the adjacent community of Covington.

The nearest college is Green River College in Auburn, a 20-minute drive from Maple Valley. Renton Technical College is about 15 miles from Maple Valley. The University of Washington has its main campus in Seattle and a branch campus in Tacoma. Nearby private universities include University of Puget Sound and Pacific Lutheran University in Tacoma, Seattle University and Seattle Pacific University in Seattle.

Seattle is a 45-minute drive away and is home to major league and college sports, a wide variety of entertainment, shopping, media, finance, business and industry.

## ***MISSION STATEMENT***

***“Together, provide the tools and experience every student needs to create an individual, viable and valued path to lifelong personal success.”***



***Find out more about Tahoma School District:  
[www.tahomasd.us](http://www.tahomasd.us)***

## **APPLICATION & SELECTION PROCEDURE**

***Available at [www.macnjake.com](http://www.macnjake.com)***



**MCPHERSON & JACOBSON, L.L.C.**  
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Email: [mail@macnjake.com](mailto:mail@macnjake.com)

## ***Selection Timeline***

- 1. Application deadline:  
April 26, 2018***
- 2. Semi-Finalists selected by  
Board of Directors:  
May 10, 2018***
- 3. Semi-Finalist Interviews  
with Board of Directors:  
May 19, 2018***
- 4. Finalist Interviews  
with Board of Directors:  
May 21-23, 2018***
- 5. Selection of new  
superintendent:  
May 24, 2018***
- 6. Starting date:  
July 1, 2018***

### ***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 to not contact board members directly.*

*Any effort to do so may 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.*

**Tahoma School District is an Equal Opportunity Employer.**