

## Application Procedure

All applications will be held in strict confidence. Each applicant is requested to follow the procedures listed below. Those applicants wishing additional information should contact the Sacramento County Office of Education (916-228-2327).

Applicant's file will be complete upon the receipt of:

- An official application available at [www.scoe.net](http://www.scoe.net) or at the Sacramento County Office of Education, Human Resources Department
- A personal letter stating reasons for interest in the Elverta Joint Elementary School District Superintendent/Principal position
- A resume providing background information about education, preparation, experience and achievements
- A minimum of three (3) contemporary letters of recommendation, specific to your skills and knowledge relative to this position

### All applications are to be sent to:

Sacramento County Office of Education  
Human Resources Department  
Attention: Coleen Johnson  
P.O. Box 269003  
Sacramento, CA 95826-9003  
Phone: 916-228-2327  
Fax: 916-228-2624  
Email: [cjohnson@scoe.net](mailto:cjohnson@scoe.net)

## Education and Experience

- Valid California administrative credential
- Master's degree or doctorate desirable
- Leadership as a site/district level administrator

## Selection Process

The Elverta Joint Elementary School District has engaged the Sacramento County Office of Education in the search for a district Superintendent/Principal. David W. Gordon, Sacramento County Superintendent/Principal of Schools, has been designated to serve as Board Advisor in this process. Applications will be screened and candidates with the highest rankings will be interviewed by the Governing Board. Candidates should note that the Board may conduct a community visit prior to final selection to gather additional information regarding leadership style and working relationships. Interviews are tentatively scheduled for April 24, 2021.

## Salary and Contract Terms

The Elverta Joint Elementary School District Board of Trustees will offer a competitive salary and fringe benefits including paid family medical and dental. Candidates must provide evidence of employability and verification of citizenship.

The Elverta Joint Elementary School District is an Equal Opportunity Employer.

**ELVERTA JOINT ELEMENTARY  
SCHOOL DISTRICT  
Elverta, California**



**IS SEEKING A**

**SUPERINTENDENT/  
PRINCIPAL**

**BOARD OF TRUSTEES**

Ray Lippincott, Jr., President  
Rhonda Klarczyk, Vice President  
Richard Currier, Clerk  
Sandee Felley, Member  
Angel Miranda, Member

Deadline to apply is 3/31/21.

## The Position

The Elverta Joint Elementary School District is seeking a Superintendent/Principal who possesses the skills to continue to keep the focus of the staff, parents and community on students. The new Superintendent/Principal will build upon the history and tradition of the district to continue a collaborative and supportive environment with high standards and high expectations for all students. The successful candidate must possess the knowledge and skills to administer all aspects of a small school district with a very small district staff: curriculum, human resources, special education, finance, public relations, parent communication and facilities. The candidate will assume leadership of the district on July 1, 2021.

## The Community

The Elverta Joint Elementary School District is located in a semi-rural family oriented area of Sacramento County about fifteen minutes north and east of the City of Sacramento. Elverta is within 120 miles of San Francisco, Napa Valley and South Lake Tahoe. The nearby Sierra Nevada Mountains offer an abundance of recreational activities.

Elverta Joint Elementary School District has had the good fortune to have had Superintendent/Principals who are involved in the community. There is the expectation that the Superintendent/Principal will participate in District events and establish strong relationships with the families and community members.

Parents express that Elverta is a semi-rural community where “parents care about education and about everyone!”

## Mission Statement

Students, parents, guardians, staff and community members are enthusiastic, eager and working together for the betterment of the individual, inspiring students to achieve great things in the world and be remarkable people.

## The District

The Elverta Joint Elementary School District, originally known as Lincoln Elementary School, was constructed in 1855 on land west of the Western Pacific Railroad tracks. In about 1904, an increase in families moving to the area resulted in the formation of a new school district serving portions of Sacramento and Placer Counties.

Currently, there are two school sites. Elverta Elementary School is a TK-8 school which also serves as the district office. Alpha Charter School, a “dependent” charter, is located approximately a mile north of the Elverta Elementary site.

The Elverta Joint Elementary School District is a TK-8 district with a current enrollment of 210. Alpha Charter School, with a current enrollment of 65, is fully accredited through the Western Association of Schools and Colleges (WASC) and is approved for all University of California A-G courses. Alpha Charter School features the magnet programs of the Jerry Manuel Foundation baseball and California Comets fast-pitch softball.

Elverta’s family-oriented culture and small size allows for personalized communication. The community is comprised of individuals from diverse socioeconomic, ethnic and linguistic backgrounds. The dedicated teachers and staff are devoted to the instruction of the students and work to create a positive and safe learning environment. Parent involvement and broad-based community support make Elverta Joint Elementary School District unique.

The GrandPark Specific Plan development is scheduled to begin in the next 5 years, featuring four TK-8 schools. Additionally, the Elverta Specific Plan also calls for additional development in the near future. An architectural drawing for the first new TK-8 school is in process, as well as plans to substantially increase capacity at the existing school site.

## Personal Characteristics

- Excellent communication and listening skills
- A team leader who motivates people to work together
- Respectful, open and honest in working with others
- Optimistic, positive, fair
- Integrity — “Walks the talk”
- Creative, can provide a new perspective
- Approachable and accessible, visible
- Emphasis on making others better
- Strong moral character
- Energetic, task oriented; gets things done

## Professional Skills and Abilities

- Strong understanding of finance, business practices and budget
- Provides strong curriculum leadership
- Able to work with the community to maximize resources
- Collaborates with others
- Able to build staff morale and build trust with staff, students, and the community
- Holds high standards for student achievement
- Record of positive, cooperative labor relations with employee organizations
- Works to maintain a nurturing school environment
- Ability to appreciate and maintain what is working in the District and the courage to create change