



## SUPERINTENDENT VACANCY (.85 FTE)

### THE DISTRICT

The mission of Lake County Education Service District is to assist constituent school districts and the Department of Education in achieving Oregon's educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The role of Lake County ESD is leadership and service, which is distinct from the regulatory role of the Oregon Department of Education.

Lake County ESD is governed by a seven member Board of Directors elected to four-year terms by regional citizens. Five of the board members are elected based on geographical zones and the remaining two are elected "at-large" throughout the county. The board appoints the superintendent and acts as the policy making body of the ESD.

Lake County ESD is accountable to the public-at-large, to constituent school districts, and to the State Board of Education. As a matter of policy, there are opportunities for constituent school districts to participate in decisions about services and programs offered. Historically, our districts have been very cooperative and sensitive to the needs of other districts.

Lake County ESD serves five school districts in Lake County. The student enrollment is 1,119. Enrollment at each of the five school districts is as follows:

- Adel District #21, 15 students (Pre, 4-8)
- Lake County District #7, 657 students (K-12)
- North Lake District #14, 237 students (K-12)
- Paisley Public Charter School District #11, 60 students (K-12 brick and mortar), 139 (K-8 Distance Learning)
- Plush District #18, 11 students (K-3)

### THE COUNTY

Lake County is located in south central Oregon's high desert country. Lakeview, the county's largest community, is 15 miles from the California border, 96 miles east of Klamath Falls, and 174 miles south of Bend. Lake County is 8,359 square miles and has a population of 8,000 friendly people.

Lake County's primary industries are livestock, lumber, recreation, agriculture, and mining. Lakeview is the business and professional center of the county.

There are many current and upcoming projects in Lake County, including solar and biofuels energy production.

Lakeview has a recently upgraded major rural medical center with a complete array of services, as well as newly constructed assisted living and long-term care facilities.

Lakeview offers a nearby ski hill for winter fun, as well as camping, fishing, hiking, road and mountain biking, horseback riding, hang gliding and hunting opportunities. Best of all, Lake County is a great place to live, work and play.

### THE POSITION

The Lake County ESD superintendent position is .85 FTE. The superintendent also serves as special

education director, school improvement director, and administrator for Adel School Dist.

The superintendent will be responsible for managing a \$2 million general fund budget. Lake Co. ESD is one of five small ESDs in Oregon. Our funding is stable, but also offers the challenge of providing consistent sustainable services to our school districts.

The superintendent will oversee a staff of 19 employees (9 certified and 10 classified staff). The staff at Lake County ESD are a very professional and self-motivated group and take their charge to provide quality services to Lake County students seriously.

Lake County ESD provides resolution service support to 5 local school districts: Lake Co. SD #7, Paisley SD #11, North Lake SD #14, Plush SD #18, and Adel SD #21. The superintendent will be responsible for coordinating resolution services and collaborating with district administration to determine services to be offered.

The Board of Directors expects that the superintendent will participate as necessary in Oregon Legislative Sessions involving ESD issues, specifically in regard to ESD funding, programs, regional services, as well as other educational issues as they arise.

Lake County is a low population county and qualifies for PERS exempt status.

#### **COMPENSATION**

\$90,000-\$99,000

#### **PERSONAL QUALIFICATION**

- Have strong personal and professional integrity and honesty.
- Have leadership characteristics and professional skills which promote confidence and respect.
- Have strong fiscal management and budgetary skills.
- Understand and appreciate the needs for ESDs in rural Oregon.
- Strong background in Special Education policy and procedure is highly desirable.
- Strong background in curriculum, instruction, and school improvement is highly desirable.
- Have excellent communication skills, both written and verbal.
- Have a strong investment in student success and value the role of special education for students with special needs.

#### **EDUCATION & EXPERIENCE**

The candidate must:

- Hold or be eligible for an Oregon Superintendent License
- Successful administrative experience
- Successful teaching or teaching specialist experience
- Have a valid driver's license

#### **LEADERSHIP**

- Able to advocate for education both locally and legislatively
- Able to provide leadership and work cooperatively with Board, staff, and component school districts
- Able to develop trust among districts, staff, and public through honesty and fairness in all actions
- Demonstrates strong decision making skills and involves others in the decision making-process
- Maintains a high level of confidentiality in all aspects of ESD operations
- Has an open, honest, and supportive management style
- Upholds the standard of personal accountability for self and staff
- Able to manage people and resources well

## COMMUNICATION

- Has strong interpersonal skills and is a good listener
- Has solid people skills and understands how to operate within small community dynamics
- Able to communicate effectively in writing and verbally with staff, school districts, and the communities of Lake County

## PROFESSIONAL RESPONSIBILITIES

The candidate will:

- Oversee a \$1.7 million general fund
- Supervise a staff of eighteen (specialists and support staff)
- Act as Board of Directors liaison
- Guide development and implementation of policy and procedures
- Participate in State Legislature educational issues
- Collaborate with local school district administration
- Serve on state and local committees as assigned
- Serve as administrator/principal for Adel School District
- Perform other duties and functions as assigned by the Board of Directors

## TIMELINE

Closing Date:	December 15, 2021
Screening:	January 12, 2022
Interviews:	January 17-21, 2022
Selection:	January 24-28, 2022
Starting Date:	July 1, 2022

## APPLICATION PROCESS

All applicants must apply and provide the following:

- A letter of interest that addresses how the candidate meets the specific qualifications for the Superintendent of Lake County ESD as described in the Personal Qualifications section of this brochure
- A current resume detailing administrative experience including references
- Three current letters of recommendation/reference
- Copy of Oregon Superintendent license

**OUT-OF-STATE CANDIDATES:** To ensure your eligibility for an Oregon Administrator's license, direct inquiries to Oregon Teacher Standards and Practices Commission, 503-378-3586; (fax) 503-378-4444.

## TO APPLY

Submit application materials to Taylor Hileman at the address below. Also, please contact Taylor Hileman with any questions or for additional information.

**Taylor Hileman**  
Lake County ESD  
357 North L Street  
Lakeview, Oregon 97630  
Phone: 541-947-3371  
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