

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



**Tukwila**  
SCHOOL DISTRICT



**Tukwila, Washington**

## *The Position*

The Tukwila School District, Tukwila, 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, 2019.

McPherson & Jacobson, L.L.C., Executive Recruitment and Development has been engaged as the consultant in a search for outstanding candidates. They 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 developed the following desired characteristics :

- **Organizational and Operational Management Skills** Is a systems thinker who builds organizational infrastructure (procedures, systems, structures, operating norms and accountability), clarifies appropriate roles, responsibilities and expectations throughout the district. Works for and maintains high levels of service to students, staff and families. Effectively manages day-to-day operations to ensure an appropriate environment to support student growth and achievement.
- **Excellence in School Finance and Budgeting** Has specific experience in working with a team to assemble a school district budget, as well as involvement in implementing changes in operations and staffing to support the budget. Monitors district operations, programs, budgets, and related activities for the purpose of ensuring that objectives are attained within budget and in compliance with established regulations and operational practices. Ability to lead a team to ensure successful completion of capital projects and bond/levy funded activities within budget and on schedule.
- **Cultural Competence** Is an educational leader with experience in improving learning and achievement for each student by understanding and responding to the specific needs of a diverse community, especially with regard to race, ethnicity, faith background, and socioeconomic status. Committed to creating a culture free of harassment, intimidation, and bullying for students and staff.
- **Relationship Building** Actively participates in collaboration within and across all levels of the organization, including the board of directors, administrators, building leadership, staff, students, families, and community, with an authentic desire to listen, learn, and incorporate input into decision making. Models exemplary interpersonal skills and acts as a leader in transforming organizational culture where needed. Dedicated to ensuring an environment of respect, trust, and teamwork to support student growth and achievement.
- **Proactive Communicator** Is dedicated to providing transparent, frequent, timely and responsive communication across all levels of the organization. Effectively involves staff, families and community members in the educational process and in district decision making. Develops two-way communication strategies to reach families, and other individuals, agencies, or community members.

## *The Community*

Tukwila, a community of almost 20,000 residents, welcomes diversity. Incorporated in 1908, the city offers a blend of businesses, churches, parks, and abundant single and multi-family housing available to all income levels in an attractive urban atmosphere.

Tukwila is located just south of Seattle, close to the I-5 and I-405 freeways and major arterials. Nearby are Sea-Tac International Airport, Westfield regional shopping mall (formerly known as Southcenter Mall), The Boeing Company, and other retail/office/high-tech/industrial complexes. The district is minutes from downtown Seattle, Renton, Kent, Burien, and Federal Way.

Major employers in Tukwila include Boeing and Costco. The region has many exceptional medical facilities for the residents.

Higher educational opportunities are available from Highline Community College, Renton Technical College and Green River Community College.

# The District

The students in the Tukwila School District will inspire you. About 3,000 students are enrolled in five schools located within the limits of historic Tukwila. The average student-teacher ratio is 1:25. Students represent many cultures and ethnic groups and speak more than 80 world languages.

About 40 percent of students qualify for English Language Learner services. About 80 percent of students are eligible for free/reduced school meals. Tukwila School District has a staff of about 400 employees here to serve our students (half teaching staff, half classified support staff).

Special programs for the students include Elementary Cluster Model, High Capable Summer School, Honors, Advance Placement, and Running Start.

The district has partnerships with the Museum of Flight, Renton Technical College, Highline School District, and the Puget Sound Skills Center.

There are a variety of sports, clubs, and extracurricular activities for the students to participate in.

The community supports the schools. Voters consistently support levy and bond issues. We maintain strong business/community/school partnerships, including with the City of Tukwila, Tukwila Children's Foundation, and many neighboring businesses and organizations.



<i>Fast Facts</i>	
<b>Number of Students</b>	<b>3,000</b>
<b>Square miles of district</b>	<b>7</b>
<b>Number of School Buildings</b>	<b>5</b>
Elementary	3
Middle School	1
High School	1
<b>Staff Members</b>	<b>394</b>
Administrative	30
Certificated/Licensed	185
Classified	179
<b>Assessed Valuation</b>	<b>\$4.0B</b>
<b>Operating Budget</b>	<b>\$49.1M</b>

## 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 one to eleven years.

<b>Name</b>	<b>Occupation</b>	<b>Years Served</b>
Mrs. Tracy Russell, President	Retired	1 year
Mr. Will Gillispie, Vice President	Self-Employed	1 year
Mr. Dave Larson, Legislative Rep.	Retired	11 years
Rev. Jan Bolerjack	Pastor	1.5 years
Mrs. Edna Morris	Retired	1 year

### *Mission Statement*

*Our mission is to educate all students to achieve academic and personal excellence*



*Find out more about Tukwila School District:  
tukwilaschools.org*

## **APPLICATION & SELECTION PROCEDURE**

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



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### *Selection Timeline*

1. Application deadline:  
March 26, 2019
2. Finalists selected by  
Board of Directors:  
April 16, 2019
3. Interviews with  
Board of Directors:  
April 27, 29, 30,  
May 1, 2019
4. Selection of new  
superintendent:  
May 2, 2019
5. Starting date:  
July 1, 2019

### *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.*

*Tukwila School District is an Equal Opportunity Employer. The district does not discriminate on the basis of race, religion, color, sex, age, national origin or disability and, when needed, will provide reasonable accommodations to applicants and employees. Anyone requesting a reasonable accommodation in the application or recruitment process please contact McPherson & Jacobson at the address/phone/email above.*