

NACO ELEMENTARY SCHOOL DISTRICT No. 23



Invites Qualified

Applicants For

Superintendent/Principal

ABOUT NACO ELEMENTARY SCHOOL DISTRICT

Community Profile:

Naco, Arizona, is a small community of approximately 1,000 people that shares a border with Naco, Sonora, Mexico. It was established in 1898 where the Arizona and Southeastern Railroad crossed into Mexico. A customs house was built as Naco became a service center for goods and those immigrating across the border. Its history includes skirmishes during the Mexican Revolution and the dropping of bombs on American soil. It also is home to a historic military encampment, Camp Naco. The Naco Heritage Alliance is seeking to restore these adobe buildings which served as a military post in the early 1900's. Naco is located in southeast Cochise County between the cities of Bisbee and Sierra Vista. The area has a rich history which includes a mammoth kill site, mining, military, ranching, and railroads. Visitors enjoy the scenery of the San Jose, Mule, and Huachuca Mountains and the Turquoise Valley Golf Course.



District Profile:

Naco Elementary School District is a K-8 one-school district. It is an AZ Learns Performing School and has made

NCLB Adequate Yearly Progress for the last two years. The English Language Learner reclassification rate is over 40%. The school is proud of its diversified teaching staff, its athletic program, art program, and collaboration with the Borderlands Art for Children Project which introduces students to music, visual arts, movement, and theater through visiting professional artists. The school boasts two computer labs (Mac and PC), Reading First, and a 21st Century Learning Center. Our students participate in Cochise County Computer Challenge in which they earn more medals than any other participating schools. In the 2008 Arizona auditor general's report on classroom dollars spent, Naco Elementary was ranked 10 in lowest administrative costs with 63.1% of dollars spent in the classroom.

Financial & Staff:

Assessed Valuation: \$4,232,549
Tax Levy: 5.0484

Student Enrollment: 285

Average class size: 24

Administrative Staff: 1
Certified Staff: 20
Support Staff: 15

Governing Board Members:

<u>Name</u>	<u>Term Expires</u>
Vicente Abril, <i>President</i>	12/2010
Dawn Walker-Garner, <i>Member</i>	12/2010
Carolina Moody, <i>Member</i>	12/2012



SUPERINTENDENT /PRINCIPAL PROFILE

The Naco Elementary School District Governing Board is seeking as its next Superintendent/Principal an effective leader who will continue the academic and financial progress that has been made in the last few years and help all of its students reach their potential. The ideal candidate will be an experienced administrator (building or district level) with solid teaching experience; experience with professional development and curriculum; be familiar with Arizona financing and education laws; and have experience with writing and managing grants.

PROFESSIONAL EXPERIENCE AND PREPARATION:

- Prior administrative experience preferred
- Principal certification/superintendent certification
- Minimum of five (5) years as a classroom teacher
- Knowledge of all aspects of district operations (education, management, governing board, personnel)

PERSONAL CHARACTERISTICS:

- Able to build positive relationships with the multiple stakeholders in the district
- Willingness to be visible and active in the school and community
- A commitment to academic excellence for all children in the district
- Effective oral and written communication skills
- A fair, consistent, and collaborative management style

PROFESSIONAL SKILLS AND ABILITIES:

- Experience with special education requirements and entitlement programs
- Experience with curriculum and professional development
- Ability to identify, recruit and select outstanding staff
- Experience using data to improve student achievement

SALARY AND CONTRACT TERMS

A salary of \$65,000 - \$80,000 will be offered depending on experience and qualifications. Benefits include health insurance and use of a district vehicle.



Provide learning opportunities and a life-long love of learning for all members of the school community.

APPLICATION PROCESS AND PROCEDURE:

The Naco Elementary School District has engaged the services of the Arizona School Boards Association to direct a search for qualified candidates. Each finalist chosen will visit the district at his/her expense to be interviewed by the Governing Board. Governing Board members may visit the communities of selected candidates as part of the final selection process. Applicants are asked to refrain from making personal contact with Governing Board members and the District unless requested to do so. To receive consideration, an applicant's file must be completed by **February 1, 2010** and must submit the following:

- All info must be sent via online application process – contact Jolene Hale at 602-254-1100 if you need assistance
- Completion of ASBA online profile and go to “Apply Now” for this position
- Letter of application (one page) specific to this position stating how you meet or exceed the qualifications and desired expectations
- Answer online narrative questions
- A current resume that can be used for public record viewing if chosen as a finalist
- At least three (3) current letters of recommendation with one being from most immediate supervisor. If you have “special conditions” that would hamper your interest, please contact search consultant. Include current phone numbers and email addresses
- Copy of all degrees (If chosen as a finalist, you will be required to provide official transcripts and fingerprint verification)

Internal applicants will be considered the same as all applicants.

Applicants should not contact the board members or district officials directly. All inquiries and requests shall be addressed to:



Karen Beckvar, Leadership Development Specialist

Arizona School Boards Association

2100 N. Central Avenue, Ste. 200

Phoenix, AZ 85004

Ph: 602-254-1100 x-115

Email: kbeckvar@azsba.org

All applications will be acknowledged and all materials will be accorded confidential treatment. This is to advise you, however, that the Access to Public Records Law and associated case law in the State of Arizona require the disclosure of applicant names and information at a point in the selection process as determined by the local Governing Board. We will attempt to notify all applicants as to any release of such information. All final decisions concerning the selection and evaluation of the candidates will be made by the Governing Board.

SEARCH TIMELINE:

NACO ELEMENTARY SCHOOL DISTRICT	DATE
Vacancy Announced	December 16, 2009
Deadline for Applications	February 1, 2010
Application Screening	February 6, 2010
Candidate Interviews	February 18-20, 2010
Assume Position	July 1, 2010