



## Assistant Superintendent Search for Madeira City Schools

### **Mission Statement**

In partnership with parents and community, Madeira City Schools provides and promotes a positive learning environment that challenges each learner to achieve full academic potential for excellence and be a responsible, educated, and caring individual now and in the future.

### **The Assistant Superintendent Search**

The Madeira City Schools Board of Education is seeking qualified applicants for the position of Assistant Superintendent. Madeira seeks an effective school leader with a demonstrated record of excellence to fill the vacancy created by Tim Weber, who was recently hired as superintendent to lead another high performing school district. It is expected the new Assistant Superintendent will take office on or before August 1, 2019.

### **Leadership Criteria**

The Assistant Superintendent is responsible for providing leadership in the areas of curriculum, instructional best practices, federal programs, facilities and school business operations, technology, and overseeing financial budgets. As a central office cabinet member, the Assistant Superintendent works closely with the Superintendent in all aspects of leading a high performing school district.

The applicant must possess a valid Assistant Superintendent or Superintendent license. Successful experience as a principal or central office administrator is preferred. The Assistant Superintendent must maintain integrity and high standards of ethics in all matters. The successful candidate will demonstrate the following leadership characteristics:

- Demonstrated record of successful leadership as a school administrator
- Strong communication skills in listening, writing, and speaking
- Proven ability to work with others – a team player
- Strong work ethic and attention to detail
- Ability to inspire creativity and high performance in others
- Desire to listen and problem solve
- Strong organizational skills and experience in effective process management
- Ability to build rapport with students, parents, teachers, staff, and the community

### **Compensation and Terms of Employment**

The successful candidate will be offered a competitive compensation package in a multi-year contract based on 247 days with provisions for an annual review and evaluation. The salary and benefits will be commensurate with experience and qualifications.

### **District Profile**

#### **School Buildings**

|                     |   |
|---------------------|---|
| High School (9-12)  | 1 |
| Middle School (5-8) | 1 |
| Elementary (PK-4)   | 1 |

Student Enrollment 1,613

#### **Number of Employees**

|                 |     |
|-----------------|-----|
| Administrative  | 9   |
| Certified Staff | 125 |
| Classified      | 68  |
| Treasurer Staff | 3   |

**The Madeira City Schools Board of Education is an Equal Opportunity Employer.**

Employment is offered without regard to age, race, color, religion, ancestry, national origin, citizen status, handicap, or status as a Vietnam Era or special disabled veteran



## **The Community**

The small, tight-knit community of Madeira embraces its school district and supports the efforts to continue and strengthen the established path of excellence. Our vision of a school community where learning is personalized and success is ensured is provided through a well-aligned and supportive Board of Education. In addition, the Madeira Schools Foundation provides an additional source of funding for special projects within the district.



## **Key Focal Points Over the Last Few Years**

- Strategic Planning
- Connecting literacy across content areas
- 1:1 Chromebook program in grades 4-12
- Curriculum Mapping
- Mental health supports for students, PD for staff, engagement nights for parents
- Culture & Climate work surrounding the R Factor
- Permanent Improvement Strategies

## **Application Process**

Qualified individuals are encouraged to apply.

Please submit:

- A cover letter emphasizing qualifications and reasons for interest
- An up-to-date resume
- A list of three references
- A copy of current Assistant Superintendent or Superintendent certification

All applications materials may be mailed or emailed to:

MAIL: Assistant Superintendent Search  
 Madeira City Schools  
 7465 Loannes Drive  
 Cincinnati, OH 45243

EMAIL: [lgraziani@madeiracityschools.org](mailto:lgraziani@madeiracityschools.org)

## **The School District**

The Madeira community, a northeast suburb of Cincinnati, is very proud of its schools. The small town feel of Madeira includes a population of 8,923 and encompasses approximately 3.5 square miles. The district has been recognized as one of the highest performing across the state year after year. State tests and ACT/SAT scores attest to a strong curriculum and excellent teaching.

## **Tentative Timeline**

- Announce vacancy – March 22, 2019
- Application materials due – April 15, 2019
- Est. decision to employ – May 3, 2019
- Est. date of official hire – May 20, 2019
- Est. to begin employment – On or before August 1, 2019

## **Direct confidential questions concerning the position to:**

Kenji Matsudo, Superintendent  
 513-985-6070

or

[kmatsudo@madeiracityschools.org](mailto:kmatsudo@madeiracityschools.org)