



Shelby Public Schools

“Learning Today for a Successful Tomorrow”

Invites Applications for Superintendent

About the District

The Shelby Public School District serves the Oceana County town of Shelby, Michigan, and the nearby surrounding area. This delightful, picturesque, family-oriented town is nestled in the hills near the eastern shore of Lake Michigan between the cities of Ludington and Muskegon. It is often described as one of Michigan’s “best-kept secrets,” and it offers a wide variety of year-round recreational opportunities for residents and visitors. The district has three elementary schools, one middle school, one high school, and a district-wide early childhood center. The community has historically demonstrated support for the schools as reflected not only in the up-dated, state of the art facilities, both indoor and outdoor; but also by high levels of student achievement as indicated by standardized test scores and strong levels of student participation in all school activities, including athletics, music, art, and extra-curricular activities. Parents and community members also demonstrate a strong level of positive engagement with the schools.

The district enjoys a positive reputation as one of the best school districts in the northwest region of the state. As one community member aptly stated, “When you hear, ‘Shelby,’ you think ‘schools.’” The district has identified many of its accomplishments and “points of pride,” among them:

A successful learning community

- high school recognized by *U.S. News and World Report* as a Bronze Award recipient (top 10% in the state)
- the only nationally (NAEYC) accredited early childhood program on the west side of the state
- an exemplary alternative education program (Oceana High School), drawing students from eight area districts

- all schools have earned AYP, with three Golden Apple Awards and a Governor's Cup award for the high school
- a strong adult education program, the only one in Oceana County
- recently updated, well-maintained, state-of-the art buildings and outdoor facilities
- high student achievement, especially given a broad representation of students across multi-cultural and socio-economic strata
- the lowest student-teacher ratios in the region
- committed, dedicated teaching staff who willingly take on extra-curricular roles
- knowledgeable staff who are supportive of all students; many staff are school district residents

Strong Athletic and Extra Curricular Programs

- 70% student involvement in sports and extra-curricular programs
- recognized by MIAA for outstanding athletic sportsmanship and athletic facilities
- Strong, competitive athletic program, featuring numerous district and regional team championships and a number of individual state championships
- state-recognized fine arts and performing arts programs

Supportive Community

- long-time solid parent and community support for and pride in the schools
- a community that retains residents long-term and brings back graduates
- strong sense of community and family in the schools
- a community that promotes a culture of teamwork in the schools—a collaborative atmosphere
- safe rural community with nearby larger city opportunities

Cultural Diversity

- a celebration of cultural diversity
- English language learning programs for students and adults

Successful Support Services

- a school staff that cares deeply for their students and who reflect a very low turnover rate
- a self-supporting, high quality food service program that has operated in the black for at least 20 consecutive years
- no staff layoffs, no outsourcing
- strong, long-term safety record for the transportation department

Solid Foundation

- 20% fund equity and a solid financial position, despite the depth of recent state school funding cuts
- recent change to grade-level buildings will promote curriculum alignment and coordination of school-based efforts to support students
- strong technology department and program
- considerable school board stability

- strong after-school and out-of-school-time programs
- significant American Youth Foundation (AYF) grant
- large endowment through the Community Foundation

Candidate Profile

The Shelby Public Schools seeks a leader prepared to make a long-term investment in the school system and the community. This new leader will come to Shelby with a career record of demonstrated success in the following respects:

- holds a masters degree and has experience as a school administrator
- has been a successful classroom teacher
- understands school finance and is fiscally responsible
- is knowledgeable in all areas of school district operations
- is someone with a vision who can develop, articulate, and clearly communicate that vision
- can “market” the Shelby Public Schools to the community; must be the “face” of the schools to the community
- is active in the community and visible at community and school district events
- understands current legislation and can act as an advocate to the legislature
- engages with students and is personally known to them
- understands the issues of a culturally and socio-economically diverse community
- understands, appreciates, and champions diversity
- understands endowments and scholarship funds
- understands the issues related to each educational level

Application Process

For first consideration, interested applicants must submit:

1. A letter of application outlining personal qualifications for the position, how the applicant meets the desired candidate profile, and the demographics of the applicant’s current employment
2. A current resume
3. Five professional references with current and complete contact information
4. Current transcripts
5. The Michigan Leadership Institute application form which is available at www.mileader.com

No faxed or e-mailed copies, please.

All materials will be treated confidentially through the screening process at the request of the applicant. All materials must be received **no later than August 20, 2010, at 4:00 p.m.**

Address all applications and credentials to:

**Shelby Public Schools Superintendent Search
c/o Michigan Leadership Institute
P.O. Box 993
Suttons Bay MI 49682**

Selection Process/Timeline

- Application deadline August 20, 2010
- Selection of Candidates for interviews August 30,2010
- Initial interviews September 8-9,2010
- Second round interviews September 13-14, 2010
- Community visitation(s) September 15-17
- Appointment of new Superintendent September 20, 2010
- Proposed Start Date January 3, 1011

The Board may make exceptions to this timeline to ensure selection of the best possible candidates. The services of the Michigan Leadership Institute have been secured to assist the Board in the search process and in the screening of candidates. The Board will make all decisions with respect to process, evaluation of candidates, and appointment of the successful candidate. Candidates are discouraged from contacting individual members of the Board.

Any questions regarding the search should be directed to Dr. John Hoeffler at 231-271-7848 or johnhoeffler@gmail.com.

Board of Education

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Salary

The district will offer a regionally competitive contract. The total compensation package will be commensurate with the education and experience of the successful candidate.

District Data

Enrollment:	1,691
Administrative Staff :	6
Teachers:	82
Office Staff:	8
Aides:	45
Other:	
Number of buildings:	5
Foundation Grant per Pupil:	\$ 7,590
Annual Operating Budget:	\$ 16,000,000
Projected Fund Balance:	\$
Tax Base:	\$305,085,479
Non-homestead Levy:	17.6803 mills
Debt Retirement:	3.5 mills
Website:	www.shelby.k12.mi.us

The Shelby Public Schools Board of Education does not discriminate on the basis of race, color, religion national origin or ancestry, sex, age, disability, height, weight, marital status, or any other legally protected characteristic in its programs and activities, including employment opportunities.