

ABOUT THE DISTRICT

The Sweetwater Union High School District, the largest secondary district in the nation, serves over 42,000 students in grades 7-12 in the communities of Bonita, Chula Vista, Imperial Beach, National City, San Ysidro and South San Diego. Approximately 80% of the student body belongs to ethnic minority groups, making the district rich in cultural diversity. The district employs approximately 1,700 classified and 2,400 certificated employees. In addition, hundreds of hourly employees combine to make the district a major employer in the South Bay. The Sweetwater District is large enough to offer opportunities for advancement, yet small enough so that administrators know staff personally.

The district has one junior high school, 10 middle schools, 13 senior high schools, one continuation high school, seven alternative education academies, and four adult school centers.

The Sweetwater District is home to one of the largest and most highly recognized Adult Education Divisions in California. For more than 31,000 adults in the South Bay, Sweetwater's innovative programs offer alternative means to achieve academic and personal success. The Adult Education Program has received the U.S. Secretary of Education's Award for Excellence. This program is recognized as the best adult education program in the state and one of the six best in the nation.

Student achievement is the focus of all district efforts. Regular curriculum review provides challenging and enriching programs for students. The rate of students going on to post-secondary education has doubled in recent years and the number continues to increase.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy 0410

AWARDS/RECOGNITION

Schools within the Sweetwater District have earned 21 California Distinguished School Awards from the California Department of Education. Recipients of this exemplary school award are recognized for their strong academic programs, supportive learning environments, and high levels of parent/community involvement. The California School Boards Association has awarded a total of 22 Golden Bell Awards to Sweetwater Schools. Mar Vista, Palomar and Southwest high schools have each been named a National AVID Demonstration School for helping underachieving students improve academically and prepare for college. Sweetwater's Compact for Success program has received a Magna Award from The American School Board Journal.

The Sweetwater Union High School District is an exciting place for students and is a vital part of the South Bay Community.



Board of Trustees

Jim Cartmill ♦ Bertha López ♦ Pearl Quiñones
Arlie N. Ricasa ♦ Greg R. Sandoval

Jesus M. Gandara, Ed.D.
Superintendent

*The Sweetwater Union
High School District is seeking a*

**EXECUTIVE DIRECTOR -
EDUCATIONAL SERVICES**



1130 Fifth Avenue
Chula Vista, CA 91911

APPLICATION PROCEDURES

All application materials will be held in strict confidence and must be sent to:

Rita Sierra Beyers
Assistant Superintendent of Human Resources
Sweetwater Union High School District
1130 Fifth Avenue, Chula Vista, CA 91911

The contact person to request application materials is:

Rita Vandergriff, Senior Executive Assistant
(619) 585-6010

The posting and on-line application are also available on Ed-Join – www.edjoin.org

To apply, please submit:

- a Letter of Intent, specifying position of interest
- a **current** management application form (obtained on-line via Ed-Join)
- a **current** Resumé of work experience and training including membership(s) in professional organizations, participation in community activities and professional accomplishments
- at least three reference letters dated on or after July, 2008.

This position is part of the district's management leadership team.

This position will remain open until filled.

SELECTION PROCEDURES

The qualifications of each candidate will be evaluated by a management screening committee. A limited number of applicants who best meet the requirements of the position, as evidenced on their applications, will be invited for an interview.

BENEFITS

The district offers a comprehensive package of insurance benefits to employees and their eligible dependents which includes major medical, dental, vision care, and life insurance (employee only). Employees will become members of the appropriate retirement system upon employment.

SALARY

The annual salary is \$149,377 based on the 222 day management salary schedule.

PRE-EMPLOYMENT REQUIREMENTS

Upon recommendation of employment, prospective employees will be required to have a pre-placement physical, complete fingerprint processing and provide a current verification of a negative T.B. test or X-ray.

MINIMUM TRAINING AND EXPERIENCE

- Master's Degree from an accredited college or university
- Five years of increasingly responsible educational administration experience
- Secondary site principal and district office department experience highly desirable
- Possession of, or ability to obtain, a California Administrative Credential

QUALIFICATIONS

- Excellent oral/written communication skills
- Interpersonal skills using tact, patience and courtesy are highly desired.

Knowledge of:

- Secondary school instructional programs, adult and alternative education programs and
- Pertinent federal, state and local laws, codes and regulations related to education
- Principles and practices of: budget preparation and administration; personnel management, including selection, supervision, training and performance evaluation

THE POSITION

The Executive Director of Educational Services, is directly responsible to the superintendent. The ideal candidate will have experience in:

- Implementing and evaluating initiatives related to student achievement goals and objectives
- Monitoring educational services programs and related financial activity to ensure performance objectives are met, allocations are accurate and revenues and expenses are with budget
- Ensuring effective coordination, support and implementation of educational support programs
- Responding to a variety of complaints, questions and requests for information about district-wide programs and procedures
- Revising and maintaining board policies and regulations related to educational services.