

MSBA Executive Search Service



**Ulen-Hitterdal Public Schools
is seeking an exceptional leader
to serve as**

Superintendent (.6 FTE)

Ulen-Hitterdal Public Schools is located in northwestern Minnesota. The school district covers approximately 212 square miles, and offers a full variety of opportunities for students in a rural setting. District points of pride include:

- ◆ Genuine, personal connections between students and their teachers, staff and administrators
- ◆ Supportive, inclusive learning environments
- ◆ Modern, spacious, clean and well-maintained two-wing Pre K - 12 facility
- ◆ Technology investments for staff and students include 1:1 student/device ratio for all K-12 students
- ◆ Award-winning music programs
- ◆ Experience-rich Agricultural Education program
- ◆ Post-secondary opportunities for students with local in-district instructors
- ◆ Athletics, extra-curriculars and clubs - all with uncapped participation and no fees
- ◆ Native American Education Program
- ◆ After school childcare program
- ◆ Financial health with past referendum/bond success and steady enrollment
- ◆ Extraordinary, skilled administrative staff

The school district also operates its own food service program and transportation services.

By the Numbers

- ◆ Student enrollment: 300 K - 12th grade
- ◆ Licensed staff members: 27
- ◆ Non-licensed staff members: 29
- ◆ Dean of Students: 1
- ◆ Business Manager: 1
- ◆ A seven-member school board is elected to serve 4-year terms

Application Deadline

To be considered for this position, an applicant's completed file must be received by MSBA prior to 11:59 p.m. on March 1, 2021

About the Community

The Ulen-Hitterdal Public School District is located in close proximity to the Fargo-Moorhead area, which provides access to both rural and metro activities. The region is known as a gateway to many year-round outdoor recreational opportunities, including golf, fishing, boating, swimming, hunting, and snowmobiling. Additional features of our communities and geographic area include:

- ◆ West Central Agriculture Services provides the backbone of our area's commerce
- ◆ A variety of small business are also found locally, including farming and agri-business
- ◆ Housing development growth through incentives offered in both Ulen and Hitterdal communities
- ◆ Local medical clinic provides quality health care to area residents
- ◆ Strong support for education throughout the region

Search Timeline

Announce Vacancy	January 27, 2021
Application Deadline	March 1, 2021
Applicant Screening	March 2-10, 2021
First Round Interviews	March 17 & 18, 2021
Second Round Interviews	March 22, 2021
Approve Contract	Late March, 2021
Superintendent Begins	July 1, 2021

Leadership Profile

The Ulen-Hitterdal School Board seeks a superintendent who:

- ◆ Acts with honesty and in an ethical manner with the School Board, staff, and community
- ◆ Has experience in school finance
- ◆ Is a “people person” with proven abilities in human relations and communications
- ◆ Is visible and accessible to the School Board, staff, students, parents, and community
- ◆ Delegates authority while maintaining accountability

Previous superintendent experience is preferred, but not required.

School District Mission

To provide a safe, positive learning environment in which all are offered the opportunity to participate, grow and become lifelong learners.

Salary and Benefits

The current superintendent’s base salary for the 2020-2021 school year is \$68,500 (.6 FTE). The final salary and benefits package will be negotiated commensurate with experience and qualifications. The contract length is negotiable as provided in Minnesota statute.

District Financial Highlights

- ◆ General Fund Revenue: \$ 3,760,113
- ◆ General Fund Expenditures: \$ 4,088,959
- ◆ Unreserved Fund Balance: \$ 1,253,655
- ◆ Total General Fund Balance: \$ 1,489,536

Screening Team

A team from the Minnesota School Boards Association’s Executive Search Service has been selected to assist the School Board in securing and screening applicants. The search team will be facilitated by Terry Quist, MSBA Service Provider.

Deadline and Selection

MSBA’s Executive Search Service uses an online application process. Applicants begin the application process at mnmsba.myrevelus.com. Applicants will need to establish a username and password to log on. To be considered for this position, an applicant’s completed file must be received by MSBA prior to 11:59 p.m. on March 1, 2021, and must include the completed online application and the following uploaded documents:

- ◆ Cover letter indicating a desire to be a candidate for the Ulen-Hitterdal Public Schools Superintendent.
- ◆ Legal proof or other evidence (i.e., certificate/license) showing the candidate’s qualification to be a superintendent in the state of Minnesota.
- ◆ Set of up-to-date credentials, including a resume, three to five letters of recommendation, and a copy of the candidate’s transcript(s).
- ◆ Upon hire, official transcripts must be submitted to the school district.

Contact Terry Quist at 320-815-8254 (tquist@mnmsba.org) with questions. Please mark any correspondence and/or envelopes “Ulen-Hitterdal Superintendent Search.”

Applicants are requested not to contact school board members.

Ulen-Hitterdal Schools is an equal opportunity employer. The MSBA Executive Search Service is an equal opportunity search agency.

Deadline to apply: March 1, 2021