

MSBA Executive Search Service



Proctor Public Schools is seeking an exceptional leader to serve as Superintendent

Proctor Public Schools is located in scenic northeastern Minnesota on the North Shore of Lake Superior. It covers 150 square miles and serves the communities of Proctor, Bay View Heights (Duluth), as well as rural communities from Spirit Mountain to Fish Lake and the townships of Midway, Solway, Grand Lake, and Canosia. District Points of Pride:

- ◆ Dedicated and talented faculty and staff of over 500 total employees;
- ◆ Four school forests encompassing 150 acres;
- ◆ One-to-one Chromebooks ratio students K-12;
- ◆ Robust Community Ed/Early Childhood programs;
- ◆ Environmental elementary curriculum;
- ◆ Middle School focus on individual academic, social and emotional needs of all students;
- ◆ Pathways-focused high school curriculum;
- ◆ College in the Schools—Lake Superior College, UMD, and St. Scholastica;
- ◆ 24 athletic and 15 extra-curricular activities;
- ◆ Arts—music, band, choir, and drama, as well as a collaboration with The Perpich Center;
- ◆ Collaborative time for teachers;
- ◆ High-quality MTSS process in place for support;
- ◆ State-of-the-art facilities, including newly-constructed additions at Bay View and Pike Lake elementary schools, and St. Luke's Fitness Center located on the high school campus.

The school district operates its own food service program as well as transportation services.

By the Numbers

- ◆ Student enrollment: 1,854
- ◆ Licensed staff members: 144
- ◆ Non-licensed staff members: 118
- ◆ Principals/Assistant Principals: 4/1
- ◆ Full-time Central Office staff: 5 FTE
- ◆ District buildings maintained: 5

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 February 7, 2022

About the Community

Proctor has a proud tradition of leadership in promoting outstanding learning opportunities and community partnerships. We are located in one of the most beautiful parts of Minnesota, and additional highlights of the area include:

- ◆ 6,500 households and 13,000 residents
- ◆ Recreational opportunities such as golf, hiking, ball fields, playgrounds, a museum, racetrack, and multiple outdoor events and festivals
- ◆ Great pride in our joint efforts to help achieve the District's mission and vision
- ◆ Commitment to advancing equity, inclusivity and diversity, including a partnership with Duluth Family Freedom Center to promote Engagement, Empowerment, and Education
- ◆ Community and District access to:
 - ◆ St. Luke's Sports & Event Center
 - ◆ Artificial Turf Outdoor Complex
 - ◆ Rails Indoor Sports Complex

Search Timeline

Announce Vacancy	December 22, 2021
Application Deadline	February 7, 2022
Applicant Screening	February 8 - 16, 2022
First Round Interviews	February 22 & 24, 2022
Second Round Interviews	March 3, 2022
Approve Contract	March 14, 2022
Superintendent Begins	July 1, 2022

Leadership Profile

The Proctor School Board seeks a superintendent with strong leadership skills who:

- ◆ Acts in an honest and ethical manner with the School Board, staff, and community;
- ◆ Develops and directs an effective leadership team;
- ◆ Possesses a strong academic background with experience in curriculum;
- ◆ Has experience in implementing educational priorities;
- ◆ Is visible and accessible to the School Board, staff, students, parents, and community;
- ◆ Uses curriculum and other resources to improve test scores and student learning;
- ◆ Develops trust and works collaboratively with diverse groups of stakeholders.

Previous superintendent experience preferred, but not required.

Salary and Benefits

The current superintendent's base salary for the 2021-2022 school year is \$150,000. The final salary will be negotiated commensurate with experience and qualifications. The contract length is negotiable as provided in Minnesota statute.

District Financial Highlights

◆ General Fund Revenue:	\$ 23,660,000
◆ General Fund Expenditures:	\$ 23,565,000
◆ Unreserved Fund Balance:	\$ 2,159,550
◆ Total General Fund Balance:	\$ 3,768,791

Screening Team

A team from the Minnesota School Boards Association's Executive Search Service (MSBA) has been selected to assist the School Board in securing and screening applicants. The search team will be led by Lee Warne, MSBA Service Provider.

DISTRICT MISSION: *Empowering all learners to achieve in a respectful, innovative, and inclusive environment.*

DISTRICT VISION: *We Educate, Engage, and Inspire.*

Deadline and Selection

MSBA's Executive Search Service uses an online application process. Applicants begin the application process at mnmsba.myrevelus.com. To be considered for this position, an applicant's completed file must be received by MSBA prior to 11:59 p.m. on February 7, 2022.

Contact Lee Warne at 507-828-2468 (lwarne@mnmsba.org) with questions. Please mark any correspondence and/or envelopes "Proctor Public Schools Superintendent Search."

Applicants are requested not to contact school board members.

Proctor Public Schools is an equal opportunity employer. The MSBA Executive Search Service is an equal opportunity search agency.

Deadline to apply: February 7, 2022