

MSBA Executive Search Service



Underwood School District is seeking an exceptional leader to serve as full-time Superintendent

Underwood School District is located in beautiful north central Minnesota. The school district covers 104 square miles, and serves the communities of Underwood, Fergus Falls, and Dalton (open enrollment accounts for 57% of the total student population). District Points of Pride include:

- ◆ A small, student-centered district with excellent family and community support
- ◆ Focused on providing a solid educational experience for all students
- ◆ Staff are committed to student safety and success both in and outside of the classroom
- ◆ Wide range of extra-curricular opportunities for students include sports, arts, and clubs
- ◆ PreK -12 building allows positive relationships to grow between younger and older students
- ◆ School culture of acceptance and inclusion
- ◆ Facilities are well-maintained and the District is in strong financial shape
- ◆ Significant open enrollment of student population reflects a strong school reputation
- ◆ District is known for transparency and excellent communication
- ◆ A 6-member school board serves the district with an average tenure of 5.7 years

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

By the Numbers

- ◆ PreK - 12 student enrollment: 635
- ◆ Licensed staff members: 42
- ◆ Non-licensed staff members: 52
- ◆ Principal & Dean of Students/AD: 1 FTE & 1 FTE
- ◆ Central Office staff: Superintendent, Business Manager, Administrative Assistant
- ◆ District buildings maintained: 1

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 16, 2022

About the Community

The Underwood region is centrally-located in the lakes area of Otter Tail County. It offers a high quality of life and many opportunities for those who love the great outdoors. The community is also agriculture-based and takes exceptional pride in its school district, placing a high priority on students and their well-being. Additional highlights include:

- ◆ Beautiful wooded hills and crystal-clear lakes set the stage for residents and visitors alike
- ◆ A multitude of recreational activities are available in the area, including fishing, hunting, boating, public beaches, parks, and golf, as well as trails for biking, hiking, snowmobiling, and cross-country skiing
- ◆ The Ottertail region also offers art galleries, community theaters, cultural centers, museums, flea markets, shopping, and music venues
- ◆ Located just a short 15-minute drive from the regional center of Fergus Falls, one hour from Fargo, ND, and three hours from the Twin Cities

Search Timeline

Announce Vacancy	January 5, 2022
Application Deadline	February 16, 2022
Applicant Screening	February 16-23, 2022
First Round Interviews	Feb. 28 & March 1, 2022
Second Round Interviews	March 7, 2022
Approve Contract	March 14, 2022
Superintendent Begins	July 1, 2022

Leadership Profile

The Underwood School Board is committed to finding a full-time superintendent who:

- ◆ 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
- ◆ Acts with honesty and in an ethical manner with the School Board, staff, and community
- ◆ Develops and directs an effective leadership team
- ◆ Has experience in school finance, and possesses sound fiscal management and budgeting skills
- ◆ Works cooperatively with the School Board; provides options and recommendations

Previous superintendent experience preferred, but not required.

Salary and Benefits

A comprehensive compensation package will be negotiated commensurate with experience and qualifications. The contract length is negotiable as provided in Minnesota statute.

School District Mission

Preparing and inspiring all learners to positively impact our world today, tomorrow, and beyond.

District Financial Highlights

◆ General Fund Revenue:	\$ 6,120,573
◆ General Fund Expenditures:	\$ 6,272,009
◆ Unreserved Fund Balance:	\$ 995,000
◆ Total General Fund Balance:	\$ 2,928,742

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 John Ward, MSBA Executive Search Services.

Underwood: Home of the Rockets

RISE ABOVE
OPEN MINDED
CONNECTED
KIND
EMPATHETIC
TEAM PLAYERS
SPEAK LIFE

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 16, 2022.

Contact John Ward at 507-479-0935 (jward@mnmsba.org) with questions. Please mark any correspondence and/or envelopes “Underwood School District Superintendent Search.”

Applicants are requested not to contact school board members.

Underwood School District is an equal opportunity employer. The MSBA Executive Search Service is an equal opportunity search agency.

Deadline to apply: February 16, 2022