

MSBA Executive Search Service



Litchfield Public Schools is seeking an exceptional leader to serve as **Superintendent**

Litchfield Public School District is located in central Minnesota just 60 miles west of the Twin Cities along Highway 12. The district covers 224 square miles and serves the communities of Litchfield, Darwin, Kingston, Forest City, and Greenleaf. District Points of Dragon Pride include:

- ♦ Strong academic opportunities; college credits available to high school students
- ♦ Well-rounded extra-curricular activities, including fine arts and athletics
- ♦ Financial stability
- ♦ Work culture of trust and respect
- ♦ STEAM and STEM programming
- ♦ Updated Career and Tech Ed programs and facilities
- ♦ 2 social workers/counselors in each school building
- ♦ Comprehensive Community Education and Recreation and Adult Basic Ed programs
- ♦ Operating levy increase passed in November of 2019 to generate revenue through 2029
- ♦ Strong community support, evidenced by a \$33 million building referendum passed in 2019
- ♦ 1:1 K-12 student devices
- ♦ 4-Star Parent Aware preschool program
- ♦ Dragon Kids school aged child care program

The school district operates its own food service program and contracts out for transportation services.

By the Numbers

- ♦ Student enrollment: 1,526
- ♦ Licensed staff members: 121
- ♦ Non-licensed staff members: 124
- ♦ Principals/Asst. Principals or Admin Deans: 3/3
- ♦ Full-time Central Office staff: 6
- ♦ District buildings maintained: 4

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 January 14, 2024.

About the Community

Litchfield is a beautiful community with a variety of recreation for individual and family interests. Lakes throughout the area provide fishing, wildlife watching, and scenic beauty. Additional highlights of the area include:

- ♦ Picnicking, boating, camping, hiking, biking, cross country skiing, and horseback riding
- ♦ Opportunities to experience arts, history, and culture through a multitude of offerings
- ♦ Year-round annual events and festivals
- ♦ Excellent healthcare and medical facilities
- ♦ Strong manufacturing sector
- ♦ Additional recreational facilities include an 18-hole golf course, outdoor archery park, splashpad, tennis and paddle tennis courts, horseshoe pit, indoor ice rink for hockey and skating, and ballfields
- ♦ Strong alumni presence throughout the community and the schools
- ♦ City-approved recreational center coming soon

Search Timeline

Announce Vacancy	November 20, 2023
Application Deadline	January 14, 2024
Applicant Screening	January 14-22, 2024
First Round Interviews	Jan 31 & Feb 1, 2024
Second Round Interviews	February 5, 2024
Approve Contract	February 12, 2024
Superintendent Begins	July 1, 2024

Leadership Profile

The Litchfield Public School Board seeks a superintendent of high moral character who:

- ♦ Acts with honesty and in an ethical manner with the School Board, staff, and community
- ♦ Is visible and accessible to the School Board, staff, students, parents, and community
- ♦ Is a “people person” with proven abilities in human relations and communications
- ♦ Develops and directs an effective leadership team
- ♦ Develops trust and works collaboratively with a diverse group of stakeholders
- ♦ Effectively mediates and accommodates different perspectives; values teamwork

Previous superintendent experience is not required.

DRAGON PROUD!

District Financial Highlights

♦ General Fund Revenue:	\$ 22,327,648
♦ General Fund Expenditures:	\$ 22,419,209
♦ Unassigned Fund Balance:	\$ 1,624,665
♦ Total General Fund Balance:	\$ 2,518,910

Salary and Benefits

The current superintendent’s base salary for the 2023-24 school year is \$152,679. A competitive compensation and benefits package will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute.

School District Mission

To promote a passion for life-long learning in an open and safe environment by embracing opportunities, modeling creativity, and dialoging to maximize the unique capabilities of each individual.

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 Barb Dorn, MSBA Director of Leadership Development and Executive Search.

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 January 14, 2024.

Contact Barb Dorn at 507-508-5501 (bdorn@mnmsba.org) with questions.

Applicants are requested to not contact school board members.

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

Deadline to apply: January 14, 2024