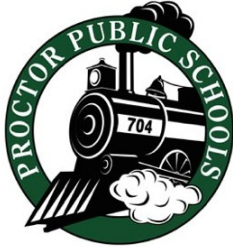


# MSBA Executive Search Service



## 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 include:

- ◆ Dedicated and talented faculty and staff.
- ◆ Four school forests encompassing 150 acres.
- ◆ Robust Community Ed/Early Childhood programs.
- ◆ Environmental elementary curriculum.
- ◆ 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.
- ◆ A.I. Jedlicka Middle School focuses on the individual academic, social and emotional needs of each student.
- ◆ 24 athletic and 15 extra-curricular activities.
- ◆ Arts—music, band, choir, drama, speech, and One Act Play.
- ◆ 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, Aspirus/St. Luke's Fitness Center, an artificial turf outdoor complex, Rails Indoor Sports Turf Complex, Aspirus/St. Lukes Sports and Events Center, with community access to the latter four facilities.
- ◆ Newly resurfaced outdoor track.
- ◆ Active Parents in Education groups.
- ◆ Cooperative sports teams with other districts.

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

### 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 17, 2025.

### 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 including 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 to promote Engagement, Empowerment, and Education.

### By the Numbers

- ◆ Student enrollment: 1,821
- ◆ Licensed staff members: 150
- ◆ Non-licensed staff members: 150
- ◆ Principals/Asst Principals/Deans: 4/1/1
- ◆ Full-time central office staff: 5
- ◆ District buildings maintained: 5

### Search Timeline

Announce Vacancy	December 23, 2024
Application Deadline	February 17, 2025
Applicant Screening	Feb 18 - Mar 3, 2025
Finalists Selected	March 3, 2025
First Round Interviews	March 12 & 13, 2025
Second Round Interviews	March 17, 2025
Superintendent Begins	July 1, 2025

# Leadership Profile

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

- ◆ Demonstrates integrity and ethical behavior, is committed to transparency and accountability, and ensures decisions and actions reflect high moral standards.
- ◆ Is visible and accessible across the district, prioritizes open communication and is readily available to address concerns, provide guidance, and celebrate successes.
- ◆ Fosters a culture of collaboration and trust by working with diverse groups and communities; values and respects unique perspectives, and creates an environment where everyone feels heard.
- ◆ Possesses an academic background, and is well-versed in the latest educational research and best practices, ensuring the district's curriculum is rigorous, relevant, and responsive to the needs of all students.
- ◆ Has experience in strategic planning and implementing educational priorities, driving continuous improvement, and ensuring the district's educational vision is realized.

Previous superintendent experience preferred, but not required.

## School District Vision

*We Educate, Engage, and Inspire.*

## Salary and Benefits

A competitive compensation and benefits package, with a starting salary range of \$135,000 - \$165,000, will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute. Additional benefits available may include health insurance, dental insurance, long term disability, life insurance, and 403 b, among other benefits.

## District Financial Highlights

- ◆ General Fund Revenue: \$ 27,912,371
- ◆ General Fund Expenditures: \$ 27,808,418
- ◆ Unassigned Fund Balance: \$ 1,520,600
- ◆ Total General Fund Balance: \$ 3,265,263

## School District Mission

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

## 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.

## Deadline and Selection

MSBA's Executive Search Service uses an online application process. Applicants begin the application process at [mnmsba.myrevelus.com](https://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 17, 2025.

Contact Lee Warne at 507-828-2468 ([lwarne@mnmsba.org](mailto:lwarne@mnmsba.org)) with questions.

Applicants are requested to not 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 17, 2025**