

Position Description for Superintendent of Schools, Pendleton School District Pendleton, Oregon

The **Pendleton School District** Board of Directors is seeking an experienced, trusted and highly qualified candidate with effective communication and community-building skills to serve in the role of **Superintendent of Schools**. It wishes to have the successful candidate assume the responsibilities of the position **July 1, 2025**.

The Pendleton School District is located at the base of the Blue Mountains in Northeastern Oregon. Pendleton is known worldwide for the Pendleton Round-Up, which takes place the second week of September and has for more than 110 years. The community is equally proud of the school district as it provides diverse opportunities for students in preparation for their lives after high school.

The Pendleton School District is home to 2881 students, 165 licensed staff and 77 support staff. It operates four elementary schools, one middle school, one comprehensive high school and one alternative high school. In addition, it hosts the Nixya'awii Charter School that serves students on the Confederated Tribes of the Umatilla Indian Reservation.

McPherson & Jacobson, L.L.C., Executive Recruitment and Development has been engaged as the consultant in a search for outstanding candidates. They will assist the District in identifying and screening the candidates.

Enrollment: 2881

Location: 200 miles east of Portland, Oregon at the base of the Blue Mountains in Northeastern Oregon

Qualifications:

The candidate must have the experience, skills, and abilities essential for leading a school district. The Board recognizes that selecting a superintendent is one of the most important decisions it will make.

The Pendleton School District Board of Directors seeks a Superintendent who:

- Has strong communication and listening skills
- Previous success in developing positive school and district culture with strong student behavior support systems
- Is a collaborative, inspirational and visionary leader who empowers others, follows through and holds them accountable
- Is visible, approachable, friendly, with a sense of humor and willing to engage with all segments of the community
- Has the demonstrated leadership ability to deal with adversity and to make and stand behind hard decisions
- Is a leader with a strong work ethic and high ethical standards
- Has a student centered approach to learning
- Has a sound understanding of school district financial management

- Has experience with diverse community populations, i.e. Native American tribes Latino community and low socio-economic families
- Is innovative, creative and experienced in meeting challenges such as digital age children, Special Education and emerging technologies such as AI
- Has a proven success with recruitment of high-quality staff
- Is committed to developing and maintaining a positive relationship with the school board

Requirements:

The candidates must have:

1. A current Oregon administrative license, or be eligible for the Oregon Reciprocal License, with an authorization for all levels, a superintendent's endorsement or a transitional superintendent license;
2. Successful experience as a teacher, principal, and educational leader with preference for district level leadership
3. Other qualifications as determined by the Board to include residency within the district boundaries.

Salary: \$190,500 to \$205,500 (DOE) plus benefits

Search Timeline:

- Closing date for applications: February 3, 2025 (11:30pm central time)
- Selection of finalists to interview: Week of February 24, 2025
- Interviews: Week of March 10, 2025
- Selection of new School Superintendent: Week of March 17, 2025
- Start date: July 1, 2025

Contact information:

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School Website: <https://pendleton.k12.or.us>

Consultants: Dr. Doug Nelson - d_nelson@macnjake.com
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The Pendleton School District is an Equal Opportunity Employer. The district does not discriminate on the basis of race, religion, color, sex, age, national origin or disability and, when needed, will provide reasonable accommodations to applicants and employees. Anyone requesting a reasonable accommodation in the application or recruitment process please contact McPherson & Jacobson at the address/phone/email above.