



**SEASIDE SCHOOL DISTRICT 10**  
2600 Spruce Drive, Suite 100, Seaside, Oregon 97138

**2025-2026 Board of Directors**

Board Chair: Shannon Swedenborg

Board Vice-Chair: Katherine Davidson

Board Members: Sondra Gomez, Jason Haag,  
Kevin LaCoste, Chuck Mattocks, and Brian Taylor

Superintendent: Susan Penrod

**Superintendent Search Committee Meeting**

**Tuesday, March 3, 2026 at 5:00 PM**

**Location: School District Office and Virtual for the Public**

**2600 Spruce Drive**

**Suite 100**

**Seaside, OR 97138**

*Meetings may be held in-person only, virtual only, or most commonly, in-person with an option to join virtually. Please check the location above for the specifics of this meeting. Information regarding virtual meeting access is available on our website Meetings page - <https://www.seaside.k12.or.us/meetings>.*

*An opportunity for public comment is generally included in meeting agendas. When public comment is included in the agenda, those wishing to speak before the Board will have the opportunity to do so during the designated Public Comment time(s). Speakers may offer objective criticism of school operations and programs; however, the law prohibits the Board from hearing complaints regarding any personally identifiable District staff member. The Board asks anyone wishing to communicate a complaint of this nature to follow the process in Board policy [KL: Public Complaints](#).*

*Persons having requests for special needs and accommodations should contact the School District office at 2600 Spruce Drive, Suite 100, Seaside, OR 97138, 503-738-5591. Speech/hearing impaired individuals may reach the Oregon Relay Service by dialing 711. Requests should be made 48 hours in advance of the event.*

1. **CALL TO ORDER**

**Speaker(s):** Committee Chair

2. **AGENDA REVIEW**

3. **SUPERINTENDENT SEARCH**

- **Employment Application and Narrative Questions**
- **Process Timeline**
- **Stakeholder Groups/Teams**
- **Assignment of Duties**

4. **RESOURCES**

**Attachments:**

Previous Narrative Questions	3
Assistant Superintendent_Future Superintendent App 2019	4
CBB - Recruitment and Appointment of the Superintendent	13
CBA - Qualifications and Duties of the Superintendent	14

5. **PUBLIC COMMENT ON SUPERINTENDENT SEARCH**

**Description:** *The meeting will now be opened to receive public comment regarding the superintendent search. We value the time and initiative members of the public take to share their thoughts with the Board. The Board's role during public comment is not to immediately respond, but to listen. If follow up is necessary, we will direct our Superintendent to do so. Remember that we are all role models for our students, please share your thoughts respectfully. Should any public comment include complaints regarding a personally identifiable staff member, the Board Chair will direct the speaker to the proper administrative process found in Board policy KL: Public Complaints. Speakers will have three minutes to express their thoughts.*

6. **GOOD OF THE ORDER**

7. **ADJOURN**

**Narrative Questions on the Assistant Superintendent Application:**

1. What are the three most important traits you possess as a leader? \*
2. How have you committed yourself to understanding and aiding in the pursuit of equity and inclusion in your professional and/or personal life
3. Share an example of an instructional improvement initiative you have led and how it changed student outcomes.

**Narrative Question on the Assistant Superintendent/Future Superintendent Application:**

1. Attach a Statement of Educational Philosophy

**SEASIDE SD 10**  
**Assistant Superintendent/Future Superintendent (1361)**

**JOB POSTING**

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**Job Details**

*Posting ID*                   **1361**  
*Title*                         **Assistant Superintendent/Future Superintendent**  
*Description*               **JOB TITLE:** Assistant Superintendent/Future Superintendent  
                                     **REPORTS TO:** Superintendent

**SUMMARY:**

The Seaside School District is seeking a dedicated school leader to serve as Assistant Superintendent beginning July 1, 2019, who will show the qualities to transition into the Superintendent position in January 2021.

This is an exciting time to be part of the Seaside School District. We are in the process of building and updating our schools to give all of our students safe learning spaces designed to support their learning, now and into the future. In the fall of 2020, we will open a new high school and middle school, and move all of our elementary students into an expanded and remodeled elementary building. All 1,600 of our students will be on the same campus, safely out of the tsunami inundation zone. We are also in the process of implementing a new strategic plan to create a blueprint for our educational program, providing our students the best opportunities to learn while they are in school and beyond.

Our District has a history of a committed staff, with many teachers, support staff and administrators spending all or most of their career here. Since the District's inception in 1967, Seaside has had four superintendents. Our student population includes many families who have specifically chosen to live here, and many other families who have been in our District for multiple generations.

Our North Coast community is geographically large, stretching from Sunset Beach and Cullaby Lake to Arch Cape and Hamlet. Our area abounds with the beauty of the ocean, the forest, and the mountains. Larger still is the generous spirit of the people who live here, who have provided the resources for our schools, as well as their on-going time and involvement to support our students. The Seaside School District has passed five consecutive local option levies as well as our \$99.7 million school construction bond.

**TO APPLY:**

Go to the Seaside School District website employment page, <http://www.seaside.k12.or.us/employment>, and follow the instructions and link to complete the online application.

**TIMELINE:**

- Posting opens December 21, 2018.
- Posting closes January 31, 2019, at midnight.
- Interviews (round ONE) February 19-22, 2019.
- Interviews (round TWO) March 4-8, 2019.
- Recommendation to School Board March 19, 2019.

**QUESTIONS:** Leslie Garvin, Executive Assistant, Seaside School District Office (503)738-5591 or [lgarvin@seasidek12.org](mailto:lgarvin@seasidek12.org)

The Seaside School District, in support of employment practices free of barriers to disabled individuals and in compliance with the Americans with Disabilities Act of 1990, provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance, contact the Business Manager at (503)738-5591. Speech/hearing impaired individuals may reach the District through the Oregon Telecommunications Relay Service by dialing 1(800)735-2900.

<i>Shift Type</i>	<b>Full Time</b>	<i>Salary Range</i>	
<i>Salary Code</i>	<b>Annual</b>	<i>Position Type</i>	<b>Administrator</b>
<i>External Job Application</i>	<b>Superintendent</b>	<i>Internal Job Application</i>	<b>Internal - Assistant Superintendent</b>
<i>Location</i>	<b>District Office</b>	<i>Posting Status</i>	<b>Filled</b>
<i>Minimum Qualifications Screening</i>			

**SchoolSpring**

<i>Job Categories</i>	--
<i>Job Type</i>	<b>Not provided</b>
<i>Grade Level(s)</i>	--
<i>Degree Preferred</i>	<b>Not applicable ("Degree Preferred" will not appear on job posting)</b>
<i>Experience Preferred</i>	--
<i>Work Eligibility</i>	<b>Not required to apply</b>
<i>Employment Start Date</i>	<b>Start Immediately</b>

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>12/21/2018</b>	<i>General Start Date</i>	<b>12/21/2018</b>
<i>Internal End Date</i>	<b>01/31/2019</b>	<i>General End Date</i>	<b>01/31/2019</b>

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

<i>Automatically Send Reference Check</i>	<b>No</b>	<i>Reference Check Form</i>	<b>Certified Survey</b>
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## **PERSONAL INFORMATION**

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To continue your application, you must at least complete all required fields and then click "Save and Continue" at the top or bottom of the page.

Before clicking "Save and Continue", be sure you have scrolled down the whole page to review and/or complete all relevant application sections.

### **Contact Information**

*First Name*

*Middle Name*

*Last Name*

*Maiden/Former Name*

*Email*

*Primary Phone*

*Alternate Phone*

### **Address**

*Street*

*City*

*State*

*Zip Code/Postal Code*

### **Work Authorization**

*Are you legally able  
to work in the U.S.?*

## **QUALIFICATIONS**

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To continue your application, you must at least complete all required fields and then click "Save and Continue" at the top or bottom of the page.

Before clicking "Save and Continue", be sure you have scrolled down the whole page to review and/or complete all relevant application sections.

### **Availability**

*Available Date*

### **Educational License/Certificate #1**

There may not be enough room to enter all of your licenses/certificates. Enter what you can, most recent first. You can provide any additional information in the "Resume & Cover Letter" section later in this application.

*Certification State*

*Certification Area*

*Certification Area  
Type*

*Grade Level*

*Expiration Date*

*Code Number*

### **Educational License/Certificate #2**

*Certification State*

*Certification Area*

*Certification Area  
Type*

*Code Number*

*Expiration Date*

*Grade Level*

### **Educational License/Certificate #3**

*Certification State*

*Certification Area*

*Certification Area  
Type*

*Grade Level*

*Expiration Date*

*Code Number*

### **Other Professional License #1**

There may not be enough room to enter all of your licenses. Enter what you can, most recent first. You can provide any additional information in the "Resume & Cover Letter" section later in this application.

*Certification Type*

*Certification Name*

Issued By  
Expiration Date

Issue Date

### **Other Professional License #2**

Certification Type  
Issued By  
Expiration Date

Certification Name  
Issue Date

## **LANGUAGE SKILLS**

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If you do not have entries for this section, click "Save and Continue" at the top or bottom of the page to continue your application.

Before clicking "Save and Continue", be sure you have scrolled down the whole page to review and/or complete all relevant application sections.

### **Language Skills**

Besides English, what other languages do you speak and/or write? Please indicate your level of proficiency for each language you select.

If you wish to indicate proficiency in more than three languages, you can provide additional information in the "Resume & Cover Letter" section later in this application.

Language #1	- Proficiency
Language #2	- Proficiency
Language #3	- Proficiency

## **SPECIAL EDUCATION SKILLS**

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If you do not have entries for this section, click "Save and Continue" at the top or bottom of the page to continue your application.

Before clicking "Save and Continue", be sure you have scrolled down the whole page to review and/or complete all relevant application sections.

### **Special Education Skills**

Please select any special education skills you have. Use the Notes field to provide additional details about your experience.

If you wish to indicate additional skills, you can provide information in the "Resume & Cover Letter" section later in this application.

Skill #1	- Notes
Skill #2	- Notes
Skill #3	- Notes

## **TECHNOLOGY SKILLS**

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If you do not have entries for this section, click "Save and Continue" at the top or bottom of the page to continue your application.

Before clicking "Save and Continue", be sure you have scrolled down the whole page to review and/or complete all relevant application sections.

### **Technology Skills**

Please select any technology skills you have. Use the Notes field to provide additional details about your experience.

If you wish to indicate additional skills, you can provide information in the "Resume & Cover Letter" section later in this application.

Skill #1	- Notes
Skill #2	- Notes
Skill #3	- Notes

## COACHING/ADVISING SKILLS

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If you do not have entries for this section, click "Save and Continue" at the top or bottom of the page to continue your application.

Before clicking "Save and Continue", be sure you have scrolled down the whole page to review and/or complete all relevant application sections.

### **Coaching/Advising Skills**

Please select any coaching or advising skills you have. Use the Notes field to provide additional details about your experience.

If you wish to indicate additional skills, you can provide information in the "Resume & Cover Letter" section later in this application.

Skill #1 - Notes  
Skill #2 - Notes  
Skill #3 - Notes

## EDUCATION

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If you do not have entries for this section, click "Save and Continue" at the top or bottom of the page to continue your application.

Before clicking "Save and Continue", be sure you have scrolled down the whole page to review and/or complete all relevant application sections.

### **High School**

School Attended City/State  
Degree

### **Undergraduate Institution #1**

There may not be enough room to enter all of your education. Enter what you can, most recent first. If the institution you attended is not in the drop-down list please choose "Other". You can provide additional information in the "Resume & Cover Letter" section later in this application.

Name of School State  
Degree Subject  
Attended From Attended To  
(mm/yyyy) (mm/yyyy)  
GPA

### **Undergraduate Institution #2**

Name of School State  
Degree Subject  
Attended From Attended To  
(mm/yyyy) (mm/yyyy)  
GPA

### **Undergraduate Institution #3**

Name of School State  
Degree Subject  
Attended From Attended To  
(mm/yyyy) (mm/yyyy)  
GPA

### **Graduate Institution #1**

There may not be enough room to enter all of your education. Enter what you can, most recent first. You can provide any additional information in the "Resume & Cover Letter" section later in this application.

Name of School  
Degree  
From (mm/yyyy)  
GPA

City/State  
Degree Subject  
To (mm/yyyy)

**Graduate Institution #2**

Name of School  
Degree  
From (mm/yyyy)  
GPA

City/State  
Degree Subject  
To (mm/yyyy)

**Student Teaching #1**

There may not be enough room to enter all of your student teaching. Enter what you can, most recent first. You can provide any additional information in the "Resume & Cover Letter" section later in this application.

Name of School  
Grade  
Year  
  
Cooperating Teacher  
Phone Number

Subject  
Semester  
Cooperating Teacher  
Name  
Cooperating Teacher  
Email

**Student Teaching #2**

Name of School  
Grade  
Year  
  
Cooperating Teacher  
Phone Number

Subject  
Semester  
Cooperating Teacher  
Name  
Cooperating Teacher  
Email

**EXPERIENCE**

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If you do not have entries for this section, click "Save and Continue" at the top or bottom of the page to continue your application.

Before clicking "Save and Continue", be sure you have scrolled down the whole page to review and/or complete all relevant application sections.

**Experience Summary**

Actual experience in a scholastic environment (with the exception of non-academic experience).

Years of teaching  
experience  
Years of  
administrative  
experience  
Years of non-  
academic experience

Years of student  
teaching experience  
Years of classified  
experience

**Experience in Education #1**

There may not be enough room to enter all of your experience. Enter what you can, most recent first. You can provide any additional information in the "Resume & Cover Letter" section later in this application.

Assignment  
Employer City  
From (mm/yyyy)  
Supervisor Name  
  
Supervisor Email

Employer Name  
Employer State  
To (mm/yyyy)  
Supervisor Phone  
Number

*Duties and  
Responsibilities  
Reason For Leaving*

**Experience in Education #2**

*Assignment  
Employer City  
From (mm/yyyy)  
Supervisor Name*

*Employer Name  
Employer State  
To (mm/yyyy)  
Supervisor Phone  
Number*

*Supervisor Email  
Duties and  
Responsibilities  
Reason For Leaving*

**Experience in Education #3**

*Assignment  
Employer City  
From (mm/yyyy)  
Supervisor Name*

*Employer Name  
Employer State  
To (mm/yyyy)  
Supervisor Phone  
Number*

*Supervisor Email  
Duties and  
Responsibilities  
Reason For Leaving*

**Experience in Education #4**

*Assignment  
Employer City  
From (mm/yyyy)  
Supervisor Name*

*Employer Name  
Employer State  
To (mm/yyyy)  
Supervisor Phone  
Number*

*Supervisor Email  
Duties and  
Responsibilities  
Reason For Leaving*

**Work Experience #1 (Non Education)**

There may not be enough room to enter all of your experience. Enter what you can, most recent first. You can provide any additional information in the "Resume & Cover Letter" section later in this application.

*Title  
Employer City  
Employed from  
(mm/yyyy)  
Supervisor Name*

*Employer  
Employer State  
Employed to  
(mm/yyyy)  
Supervisor Phone  
Number*

*Supervisor Email  
Duties and  
Responsibilities  
Reason For Leaving*

**Work Experience #2 (Non Education)**

*Title*

*Employer*

Employer City  
Employed from  
(mm/yyyy)  
Supervisor Name

Employer State  
Employed to  
(mm/yyyy)  
Supervisor Phone  
Number

Supervisor Email  
Duties and  
Responsibilities  
Reason For Leaving

## **ADDITIONAL**

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### **Additional**

*What are the three  
most important traits  
you possess as a  
leader?*

*How have you committed yourself to understanding and aiding in the pursuit of equity and inclusion in your professional and/or personal life?*

*Share an example of an instructional improvement initiative you have led and how it changed student outcomes.*

## **REFERENCES**

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If you would like to list references as part of your application, please use this section to do so. References are not required in order to submit your application.

<i>Title</i>	<i>Relationship</i>
<i>Address</i>	<i>City</i>
<i>State</i>	<i>Zip</i>
<i>Email</i>	<i>Phone</i>
<i>From</i>	<i>To</i>

## **RESUME & COVER LETTER**

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Before clicking "Save and Continue", be sure you have scrolled down the whole page to review and/or complete all relevant application sections.

### **Resume & Cover Letter**

You may type (or copy and paste from another document) a resume and cover letter for just this posting or leave blank.

*Resume*

*Cover Letter*

## **BACKGROUND INFORMATION (TEACHER)**

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### **Background Information (Teacher)**

*Is your physical/mental health condition such that you can fulfill the essential job functions of the work for which you are applying (either with or without reasonable accommodations)?*

*Are you willing to  
substitute?*

*Are you currently the subject of an inquiry, review or investigation for alleged violation of professional standards of conduct by either an employer or a licensure agency?*

*If yes, please explain.*

*Have you ever been*

*placed on disciplinary  
leave by an  
employer?*

*If yes, please explain.*

*Have you ever had an adverse action taken on a professional certificate, license or charter school registration?*

*If yes, please explain.*

*Have you ever been denied any professional license for which you applied or granted a professional license on a conditional or probationary basis?*

*If yes, please explain.*

*Have you ever  
surrendered a  
professional license of  
any kind before its  
expiration?*

*If yes, please explain.*

*Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?*

*If yes, please explain.*

*I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualification, or fitness to provide such information to the school district for which I have completed an employment application. I release the school district and all persons providing this information to the school district, from any liability whatsoever for obtaining and providing that information, regardless of the results.*

*Indicate that you have read and agree to these terms by placing both your INITIALS and DATE in the text box.*

*Have you listed ALL current and former employers who are education providers in the Experience section of this application?*

*If no, please explain.*

*Are you a "Veteran" as defined under Oregon law (ORS 408.225(f)? If you answer "yes" to this question, your service record should be reflected in the Work Experience section of your application. In addition, if claiming preference points, you may be required to provide certification that you are an eligible veteran or disabled veteran under OAR 839-006-0440(5) and (8).*

*Are you a "Disabled Veteran" as defined under Oregon law (ORS 408.225(c)? If you answer "yes" to this question, your service record should be reflected in the Work Experience section of your application. In addition, if claiming preference points, you may be required to provide certification that you are an eligible veteran or disabled veteran under OAR 839-006-0440(5) and (8).*

## **ATTACHMENTS**

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### **Attachment**

*Resume*

*Letter of Interest*

*Transcript*

*Other*

*Other*

*Other*

# Seaside School District 10

Code: CBB  
Adopted: 7/26/07  
Revised/Readopted: 5/18/21  
Orig. Code: CBB

## Recruitment and Appointment of the Superintendent

The Board considers foremost among its responsibilities, the selection and appointment of a superintendent who can effectively translate into action, the Board's policies and the community's aspirations for its schools.

To provide the most capable leadership available for the district, the Board may engage in a nationwide search for applicants for the position of superintendent whenever a vacancy in that position occurs.

The Board shall develop and adopt the standards (e.g., candidate qualities and work experience), criteria (e.g., application, screening and hiring process) and policy directives (e.g., promote from within, state and/or national search) to be used in hiring the superintendent, or interim superintendent, at a meeting open to the public and at which the public has had an opportunity to comment.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may hire consultants to assist in screening candidates and to encourage the filing of applications by professional educators who meet the qualifications. Final selection will rest with the Board after a thorough consideration of qualified applicants.

The Board will appoint the superintendent by a majority vote of the Board members at a meeting for which notice has been given of the intended action.

END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(7\)\(d\)](#)

[ORS 332.505](#)

### Cross Reference(s):

CBC - Superintendent's Contract

# Seaside School District 10

Code: CBA  
Adopted: 7/26/07  
Revised/Readopted: 5/18/21  
Orig. Code: CBA

## Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

QUALIFICATIONS:

1. A current license that qualifies the individual to serve as superintendent of the district<sup>1</sup>;
2. Successful experience as an educational leader and administrator;
3. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual qualify for such a license;
4. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

SUPERVISES: Central office administrators and school principals; and through them, all district personnel.

JOB GOAL: Provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

### Performance Responsibilities

The superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;
4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve; places before the Board necessary and helpful facts, comparisons, investigations, information and reports; and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;

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<sup>1</sup> Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.

5. Implements and interprets Board policies;
6. Recommends the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or discharge of licensed employees of the Board as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;
7. Assigns or transfers licensed employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
8. Appoints, assigns, transfers, promotes, demotes or discharges classified and non-represented employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
9. Directs the professional supervisory staff in visits to the schools under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs other duties as the Board determines;
10. Directs the work of the professional staff in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;
11. Supervises the establishment or modification of attendance and transportation area boundaries subject to Board approval;
12. Directs the preparation of the budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing budget period, and submits this estimate to the Board in accordance with law;
13. Approves and directs, in accordance with law and Board policy, purchases and expenditures, within the limits of the budget;
14. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
15. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;
16. Keeps the public informed about current educational practices, educational trends and issues confronting the district.

The specific enumeration of the superintendent's duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.125](#)  
[ORS 342.143](#)  
[ORS 342.173](#)  
[ORS 342.175](#)  
[ORS 342.850](#)

[OAR 581-023-0006 to -0041](#)  
[OAR 581-023-0104](#)  
[OAR 581-023-0112](#)  
[OAR 581-023-0220 to -0240](#)  
[OAR 584-020-0000 to -0045](#)

[OAR 584-036-0035\(1\)](#)  
[OAR 584-046-0003 to -0055](#)  
[OAR 584-080-0151 to -0153](#)  
[OAR 584-080-0161](#)

**Cross Reference(s):**

CBG - Evaluation of the Superintendent