

NILES COMMUNITY SCHOOLS



SUPERINTENDENT OF SCHOOLS JOB POSTING

The Board of Education of Niles Community Schools is conducting a search for its next superintendent. It is expected the superintendent will begin on or about July 1, 2024.

Our District

Niles Community Schools is a suburban district located in Southwest Michigan. Viking Pride! It is more than what we do on the athletic field or court. Our school district takes great pride in preparing all learners through diverse opportunities to challenge the present and enrich the future.

Niles Community Schools consists of two k-5 elementary buildings (Ballard and Howard), and one k-8 building (Eastside Connections). We offer one 6-8 middle school and one high school as well as an alternative high school (Cedar Lane), and a center based special education facility serving students from across Berrien County (Southside). We have many academic, fine arts, CTE, social and athletic opportunities for our students and are supported by amazing and dedicated staff, administration, Board, and our Niles Community Schools Foundation.

Niles Community Schools encompasses a diverse array of educational options and facilities, including two k-5 elementary buildings (Ballard and Howard), one k-8 building (Eastside Connections), a 6-8 middle school, and a high school. Additionally, we provide alternative education options through Niles Cedar Lane, secondary virtual school choices (W-A-Y and Niles Virtual School) and a specialized center serving students with special needs from across Berrien County (Southside). Our district offers a wide range of academic, fine arts, career and technical education (CTE), social and athletic opportunities for our students. The local community provides tremendous support to our school system, and we take great pride in our Viking spirit, celebrating the dedication of our staff, administration, Board members, and the Niles Community Schools Foundation. The housing market in Niles is growing at exponential rates. Homes are on the market for a minimal amount of time as this is a destination location for families, as you are just a short distance from many large cities.

Our Community

There is a reason “community” is our middle name, our district is the heart and soul of Niles. Niles, Michigan, is a charming city located in the southwestern part of the state, near the border with Indiana alongside the scenic beauty of the St. Joseph River, surrounded by Lake Michigan, wine country and the fruit belt.

Niles offers a blend of history, natural beauty, and community spirit that makes it a charming place to call home. Its proximity to many cultural attractions and surrounding cities, including South Bend, IN and Chicago offers something for everyone.

Niles Community Schools Points of Pride

- ✓ Financially sound
- ✓ Excellent academics, athletics, and arts offerings
- ✓ Multi-year state champions and national finalists in competitive clubs
- ✓ Business Professionals Association
- ✓ Future Farmers of America
- ✓ Vibrant CTE programming
- ✓ Strong relationship between community, school district and Chamber of Commerce
- ✓ Partnerships with community colleges
- ✓ Excellent working relationship with YMCA
- ✓ Major renovations to performing arts center and athletic field
- ✓ One-to-One technology
- ✓ Diverse community and student body
- ✓ History of strong community support
- ✓ Dedicated staff committed to success for all students
- ✓ Induction and mentoring programs for new staff
- ✓ Nationally honored students as AP Scholars and National Merit Finalists
- ✓ Strong curriculum options leading to acceptance at top universities
- ✓ Growing number of elective courses and extracurriculars to increase student engagement

District Demographics

- ✓ Enrollment: 3,425 students
- ✓ Instructional Staff: 188
- ✓ Support Staff: 186
- ✓ Administrators: 22
- ✓ Foundation Grant: \$9,608
- ✓ Debt Retirement Millage: 3.40 mills
- ✓ Budgeted Expenditures: Approximately \$49,000,000
- ✓ June 30, 2023, Fund Balance: \$8,248,000 (Approximately 17%)

Selection Criteria

- ✓ Michigan Administrative Certificate, or equivalent
- ✓ Minimum of a Master's Degree in Educational Leadership
- ✓ Minimum of five years of successful experience as a school administrator; superintendent experience is preferred

The Niles Board of Education has determined that the following criteria are those which are the most highly sought in a new superintendent:

- ✓ Exemplifies the highest level of personal and professional ethics, personal integrity, and trust
- ✓ A visionary leader with the ability to engage all stakeholders in the pursuit of a clear vision for the district that focuses on student achievement, communication, and use of district resources
- ✓ A leader who prioritizes the safety of students and staff
- ✓ Leadership experience in a traditional public-school setting that reflects a record of success in positions of increasing responsibility, including five years of administrative experience; however, non-traditional candidates with proper credentials and background may be considered
- ✓ Demonstrates ability to be visible throughout the district and actively engaged in school and community activities
- ✓ A community member who embraces the values of the community and will immerse themselves into the community
- ✓ An approachable school leader who treats everyone with respect and dignity and who is open to ideas and suggestions from a variety of sources within the school community
- ✓ Demonstrates a true love of all children
- ✓ Dedication to education excellence and the success of all students
- ✓ Demonstrates effective communications skills (writing, public speaking and listening), and excellent interpersonal and public relations skills
- ✓ Demonstrates knowledge of and experience with effective curriculum, instruction, professional development, assessment, and best practices to improve teaching and student achievement
- ✓ Commitment to a philosophy of continuous improvement through collaboration and evidence-based practices
- ✓ Demonstrates knowledge of and experience in public school finance and fiscal management issues, including of bond issues and sinking funds
- ✓ Knowledge of facility maintenance and operations, including support services, facility studies and improvements, and bond funding opportunities
- ✓ Demonstrates success in human resource management, including conducting negotiations with collective bargaining units, contract administration and employment practices
- ✓ An individual who sets high expectations for self and others; holds staff at all levels accountable; and who accepts responsibility for results
- ✓ An individual who has demonstrated a solid working relationship with staff while managing challenging external factors affecting public education.

- ✓ Demonstrates a record of direct involvement with and knowledge of political issues in public education at the local, intermediate, state, and federal levels
- ✓ Proven leadership ability with skills in implementing change, collaboration, successful systems, creative problem solving, intelligent risk taking and team building

Salary and Contract Information

The Board will offer a regionally competitive comprehensive, multi-year contract with a salary commensurate with experience.

Application Procedure

- ✓ Interested candidates should complete and submit the Michigan Leadership Institute on-line application found at www.mileader.org or <http://www.applitrack.com/mileader/onlineapp>
- ✓ Completed on-line applications must be submitted no later than 4:00 PM on Wednesday, May 1, 2024.
- ✓ No “hard copy”, fax or email copies accepted. All materials will be treated confidentially through the screening process only upon the written request of the candidate.
- ✓ All questions regarding the search should be submitted to David Killips, Regional President, Michigan Leadership Institute, 734-320-6572, dckillips@gmail.com.

Applicants are advised not to make direct contact with any member of the Board of Education

Search Timeline

- ✓ Application deadline – 4:00 PM, Wednesday, May 1, 2024
- ✓ Selection of candidates for first interviews – May 7, 2024
- ✓ First Round Interviews – May 13, 14, 15
- ✓ Final Interviews – May 22, 2024
- ✓ Site or in-district visit - To be determined
- ✓ Start date – On or about July 1, 2024

The Board may make exceptions to this profile, process and/or timeline to ensure selection of the best possible candidate. The services of Michigan Leadership Institute have been secured to assist the Board in the search process and in the screening of candidates. The Board of Education will make all decisions concerning the process, evaluation of candidates, and appointment of the successful candidate.

Board of Education

Kyle Zelmer, President
Kathy Moore, Secretary
Dana Daniels, Trustee
Kelly Guideski, Trustee

Mark Wortham, Vice President
Josh Asmus, Treasurer
David Fish, Trustee

The superintendent search will be conducted with due regard to the Michigan Open Meetings Act (Public Act 267 of 1976) requirement of open meetings for all public body deliberations, decisions, and interviews.

The Niles Community Schools is an equal opportunity employer.