



St. Charles Community Schools Position Announcement Superintendent of Schools

**The Board of Education of the St. Charles Community Schools
is conducting a comprehensive search for its next Superintendent.
The tentative start date for the new Superintendent is TBD (no later than July 1, 2025)**

St. Charles is located in Saginaw County, approximately 20 miles southwest of Saginaw. Residents enjoy rural charm and small-town living, with many commuting to work in nearby Saginaw, Bay City, Midland, and Flint. The district provides a rich array of educational programs, sports, extracurricular activities, and a close-knit community atmosphere. Known as "Bulldog Pride", the district is supported by its devoted community, educators, students and alumni. The district is proud to have had only five Superintendents serve the district over the previous 33 years contributing to its strong stability. Our community is bordered by the nearby Shiawassee Flats and the Shiawassee National Wildlife Refuge which provide ample opportunities for hunting, fishing, canoeing, hiking, and birdwatching. Ringwood Forest and the Saginaw Valley Rail Trail are part of the Saginaw County Parks system and provide great outlets for hiking and socializing with friends. St Charles is also home to Hartley Outdoor Education Center which has entertained and educated approximately 250,000 students since 1975, and engages over 4,000 students on site each year. The area is full of beautiful wildlife, safe and friendly neighborhoods, and a rich history which dates back to the early 1800s.

St. Charles Community Schools are headquartered in the Village of St. Charles, Michigan. It is a part of the Saginaw Intermediate School District and serves the St. Charles area, including the Village of St. Charles, the northern portions of Brant and St. Charles townships, and the southern portions of Fremont and Swan Creek townships. Its schools include St. Charles Elementary School and St. Charles Community Middle/High School.

The St. Charles Community School District has a current enrollment of 704 students, within 2 buildings. The District employs 43 teachers, 44 support staff (paraprofessionals, maintenance, transportation, food service, and daycare), 5 department management staff and 6 administrative staff. The district has an annual operating budget of \$10.8 million in revenues, 10.6 million in expenses and a current fund balance of 38.8%.

District Mission Statement

The mission of the St Charles Community Schools is to provide a positive, safe learning environment allowing all students to continuously grow as responsible leaders and respectful citizens in everyday life.

District Points of Pride & Strengths

- St. Charles Community School District is a close-knit family with a strong sense of community pride – “Bulldog Pride”
- Great educators and dedicated staff
- Strong programs for students including band, athletics, robotics, drama, Esports, and other various clubs.
- Strong relationship with neighboring districts to provide additional opportunities for students
- Student Leadership opportunities exist at the Middle/High School level
- Collaborative administrative team whose strengths complement each other
- Focus on safe and secure environment
- Small class sizes
- Due to the small school culture, staff members throughout the district give personal attention to students
- Quality GSRP and preschool programs available to young families
- Early College and Dual Enrollment programs for high school students
- Student access to the Saginaw Career Center

Qualifications

- Educational administration experience required, central administration experience preferred
- Master’s degree in related field required, advanced degree (i.e., Ed.S., Ed.D., Ph.D.) preferred
- Broad and diversified experience in education with classroom experience preferred
- Michigan Administrative Certificate or equivalent required

Candidate Profile

St. Charles Community Schools is in search of an inspirational leader who:

- Demonstrates dedication to the district, honesty, integrity, and professionalism in all respects
- Prioritizes student academic and personal success
- Understands the importance of maintaining a caring, supportive, and respectful environment
- Seeks out and enjoys student engagement at all levels, will routinely be highly visible, present, and actively engaged in the district and community
- Values and supports all employees and treats everyone with respect
- Builds relationships in an accessible, approachable and personable manner
- Will work to respect local traditions while focusing on improving future student outcomes
- Is fiscally responsible with a strong financial acumen
- Is an effective decision maker who considers all options and is willing to make difficult decisions
- Leads by example, and is willing to be hands-on when implementing initiatives
- Has a strong grasp of legislative initiatives and legal requirements impacting public education
- Is a good communicator who has strong listening skills and is willing to engage all stakeholders in an effort to develop unity within the district

Salary and Contract Information

The Board of Education will offer a comprehensive, multi-year contract. Salary and benefits will be commensurate with the skills and experience of the successful candidate, with a salary range of \$118,000-\$135,000.

Application Procedure

Interested candidates should complete and submit the Michigan Leadership Institute online application found at www.mileader.com or <http://applitrack.com/mileader/onlineapp>.

Completed online applications must be submitted **no later than Wednesday, January 22, 2025 at 4:00 p.m.** No "hard copy," faxed or emailed copies will be accepted. Materials will be treated confidentially through the screening process only upon the written request of the candidate.

All questions regarding the search process should be directed to the search consultant, MLI Regional President Tim Stein, at (810)240-6221 or tsteinmli@geneseeisd.org

Anticipated Search Timeline

Application Deadline:	January 22, 2025, 4:00 p.m.
Selection of Candidates for Interview:	January 29, 2025
First Round Interviews:	February 20, 22, 2025
Meet the Candidates Reception and Second Interviews:	March 4, 5, 2025
Site Visits:	March TBD, 2025
Candidate Selection by Board of Education:	March 19, 2025

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 services of the Michigan Leadership Institute have been secured to assist the St. Charles Community Schools Board of Education in the search process and in the screening of candidates. The Board of Education may make exceptions to this profile, posting, process, and/or timeline to ensure selection of the best possible candidates as determined solely by the Board. The Board of Education will make ALL decisions with respect to process, evaluation of candidates, selection of candidates to be interviewed and appointment of the successful candidate. Candidates should not contact members of the Board directly.

Board of Education

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St. Charles Community Schools is an Equal Opportunity Employer



BULLDOG PRIDE!