



## **Cypress School District**

### **Superintendent of Schools – Position Description**

#### **OVERVIEW**

The Cypress School District seeks an exceptional educational leader to serve as its next Superintendent of Schools. The Superintendent will work closely with the Board of Trustees, staff, families, and community partners to ensure high levels of student learning, strong organizational systems, and a culture of collaboration, transparency, and trust.

The district is looking for a leader who places students first, supports educators and staff, and builds strong relationships across the entire school community while ensuring effective stewardship of district resources.

#### **LEADERSHIP PROFILE**

The successful candidate will be a compassionate and caring, approachable, energetic, and collaborative leader who understands the unique strengths and needs of the Cypress community and is committed, for the long-term, to supporting the academic and social-emotional success of every student.

#### **PERSONAL AND PROFESSIONAL CHARACTERISTICS**

- Fosters a positive culture and climate.
- Demonstrates support for teachers and staff through constant interaction and communication.
- Encourages collaboration and shared decision-making.
- Maintains strong relationships with the Board, teachers, classified staff, administrators, and families.
- Demonstrates a high level of consistent visibility in all classrooms and campuses, as well as actively participating in community events.
- Listens actively and is responsive to staff, students, and families.
- Sets a clear vision focused on student success and continuous improvement.
- Uses data and evidence to guide decision-making and planning.
- Aligns staff, families, and community members around shared goals.

## PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

- Served successfully as a Superintendent, Assistant Superintendent, or comparable senior district leadership role.
- Managed fiscal issues and complex district budgets.
- Collaborated constructively with labor organizations including negotiations.
- Directed Special Education programs and compliance requirements.
- Worked as a highly successful elementary classroom teacher and school administrator.
- Cultivated a positive culture that fosters collaboration.
- Advanced curriculum, instruction, assessment, and instructional improvement.
- Supervised diverse district operations, including maintenance, transportation, technology, nutrition services, and student support programs.
- Navigated complex political environments; including local, state and federal levels.
- Mentored and developed a supportive administrative team.

## KEY LEADERSHIP PRIORITIES

### Strengthening Trust and Communication

- Foster transparency and open communication across the district.
- Strengthen relationships among district leadership, staff, families, and the community.
- Build strong partnerships with families, organizations, and community leaders.
- Promote inclusive engagement with families across the district.

### Addressing Special Education Needs

- Strengthen systems and supports for students receiving special education services.
- Ensure compliance with special education laws and effective implementation of services.
- Optimize special education operations to ensure fiscal right-sizing, structural effectiveness, and resource efficiency

### Ensuring Fiscal Stability

- Manage district resources responsibly and transparently.
- Align resources with district priorities and student needs.

### Strengthening Organizational Systems

- Improve coordination among district departments and school sites.
- Ensure accountability and effectiveness within leadership teams.
- Works collaboratively with the Anaheim Union HSD to ensure positive articulation of Cypress students.

### Supporting Student Learning and Instruction

- Provide strong instructional leadership, with curricular resources and co-curricular opportunities, across all schools.
- Ensure consistency and alignment in curriculum, instruction, and assessment.

## LEADERSHIP EXPECTATIONS

The Board of Trustees seeks a Superintendent who exemplifies the following:

- Leads with compassion and caring, honesty, collaboration and professionalism.
- Demonstrates ability to build a positive school culture and restores the Cypress “family” feel.
- Engages actively with parents and the broader school community.
- Supports both certificated and classified employees.
- Builds systems that support long-term district success.
- Demonstrates courage in making difficult decisions while maintaining respect and collaboration.