# Position Description for WOODLIN SCHOOL DISTRICT R-104

**Woodrow, Colorado**

**Superintendent/Principal**

**Position Description:**

The **Woodlin School District R-104, Woodrow, Colorado, Board of Education,** is seeking a highly qualified **Superintendent/Principal**. The Board wishes to have the successful candidate assume the responsibilities of the position July 1,2025.

McPherson & Jacobson, Executive Recruitment and Development, in association with the Colorado Association of School Boards, has been engaged as the consultant in a search for outstanding candidates. They will assist the board of education in identifying and screening candidates.

**Student Population: 80**

**Location: 88 miles east of Denver**

**The Qualifications**

The candidate must have background, skills, and abilities essential for excellence in educational leadership. The Board recognizes that selecting a Superintendent/Principal is one of the most important decisions it will make.

**Leader**—A leader who is honest and trustworthy. A creative and innovative leader who can manage the behavior of students and staff. A person who can multi-task and has a broad understanding of education from the classroom to the state and federal level. A leader who is organized and pays attention to details.

**Communicator**—An optimistic leader who is visible in the school and greater community. A person who is capable of being the "Face of the District". A person who is well informed and can speak and write with clarity. A person who can work with neighboring districts in building support for education.

**Finance**—An educator who understands school finance and can manage a district's budget. A leader who is transparent and has common sense in their work with overall management of the district.

**Compensation Parameters:** $85,000 - $95,000 (Home provided and utilities paid for)

**Selection Timeline:**

* Closing Date for applications: **May 12, 2025**
* Board of Education selects finalists to interview: **May 21, 2025**
* Interviews with the Board of Education: **May 29, 2025**
* Selection of the Superintendent/Principal: **June 4, 2025**
* Start date: **July 1, 2025**

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