

Position Announcement



Manchester Community School District Superintendent of Schools

**The Board of Education of the Manchester Community School District
is conducting a comprehensive search for its next Superintendent.
The expected start date for the new Superintendent is July 1, 2025.**

The Manchester Community School District is in Southwestern Washtenaw County, Michigan, just 20 miles southwest of Ann Arbor. The District serves students in the City of Manchester and parts of the Townships of Bridgewater, Freedom, Manchester, Norvell and Sharon. Nestled in a rural setting along the banks of the River Raisin, Manchester offers beautiful scenic views and a variety of family-friendly activities. The District benefits from its proximity to multiple higher education institutions, including the University of Michigan, Eastern Michigan University, Siena Heights University, and Adrian College.

The District provides a well-rounded academic experience, including strong core content instruction, art education, physical education, vocal and instrumental music, business and technology courses, career-technical programs, foreign languages, Advanced Placement courses, and a wide range of extracurricular and athletic opportunities. It is a member of the South and West Washtenaw Career Technology Consortium. The District enjoys a high level of involvement and support from parents and citizens in a caring community. It is committed to providing a great education made personal for every student.

The District educates 702 students across Manchester Junior & Senior High School (grades 7-12), Riverside Intermediate School (grades 3-6) and Luther C. Klager Elementary School (grades PK-2). Additionally, the Manchester Early Childhood Center (MECC) offers preschool programs. The District has a dedicated staff of 112 employees, including 47 teachers and eight administrators. It operates on an annual budget of \$12.1 million, with a foundation allowance of \$9,608 per pupil and a projected fund balance of 7.66% of revenues.

Vision

Manchester Community Schools is committed to developing strong, well-rounded students driven to engage in a successful and rewarding future.

Mission

A caring community developing future-ready students.

Points of Pride

- Respectful and well-mannered students with a high level of school spirit
- Dedicated and caring staff members that are committed to the success and well-being of every student
- Phenomenal facilities that are continually improving thanks to a \$64 million bond passed in 2023
- A favorable student to staff ratio that supports differentiation and personalized attention for all students
- Safe and supportive environment that provides a secure, nurturing space for learning and growth
- Every student has access to a wide range of opportunities that support their interests and aspirations
- Small community with a big heart – close, tight-knit, caring, supportive, generous, and deeply engaged with the schools and District
- Rich community resources, including well maintained parks, scenic hiking and biking trails, and a wealth of family-friendly community events
- Close to commuter routes and amenities while retaining a strong sense of community and small-town atmosphere
- Bright future with exciting potential for continued growth and development

Qualifications

- Educational administration experience
- Master's degree in related field
- Broad and diversified experience in education with classroom experience preferred
- Michigan Administrative Certificate or equivalent
- Alternative qualifications as deemed acceptable by the Board of Education

Candidate Profile

The Manchester Community School District is in search of a proven, highly successful and inspirational leader who:

- Prioritizes student academic success and achievement
- Is approachable and accessible to students, staff, families, and all members of the school community
- Demonstrates the ability to attract and retain both students and exceptional staff members
- Is a collaborative team builder who can unify diverse perspectives and foster consensus
- Engages with the community, actively building partnerships with local organizations, governments, and businesses to enhance educational opportunities and resources

- Is a critical thinker, analyzing complex issues from multiple perspectives to make informed and effective decisions
- Makes timely decisions and stands by them, even in the face of opposition
- Maintains strong Board relations, cultivating a collaborative and respectful working relationship with the Board of Education
- Has the financial acumen to ensure the financial health and long-term sustainability of the district through responsible fiscal management
- Takes responsibility for decisions and outcomes and expects accountability at all levels
- Leads with integrity, upholding the highest ethical standards in all actions and decisions
- Maintains a safe, secure learning and working environment for all
- Is skilled in mediating and resolving conflicts constructively
- Treats every individual with dignity and respect
- Communicates clearly, transparently, and effectively with all stakeholders
- Is a student-centered leader that puts students at the heart of all decision-making
- Is visible and actively engaged in the schools, at events and activities, and within the community on a regular basis
- Focuses on the whole child, prioritizing the academic, emotional, and social development of each student

Salary and Contract Information

The Board of Education will offer a comprehensive multi-year contract. Compensation will be commensurate with the skills and experience of the successful candidate, with a preliminary salary range of \$125,000-\$140,000.

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 Monday, April 28, 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 John Silveri, at (248) 420-9354 or jsilverimli@gmail.com.

Anticipated Search Timeline

Application Deadline: April 28, 2025, 4:00 p.m.

Selection of Candidates for Interview: May 6, 2025

First Round Interviews: May 12-14, 2025

Selection of Finalists: May 15, 2025

Second Round Interviews: May 19-21, 2025

Finalist District Tours, Meet & Greet: May 29, 2025

Candidate Selection by Board of Education: June 2, 2025

Board Action to Hire New Superintendent: June 16, 2025 (tentative)

Start Date: July 1, 2025 (tentative)

This 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 Manchester Community School District's 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

Sandra Wiitala, President

Michael Tindall, Vice President

Jennifer Caszatt, Treasurer

Colleen Schoenfeld, Secretary

Rebecca Harvey, Trustee

Sarah Roth, Trustee

Brandon Woods, Trustee