

An Invitation to Apply for the Position of: SUPERINTENDENT Ellendale Public School, Ellendale, North Dakota

APPLICATION GUIDELINES Application Process To be considered for this position, the application and required documents must be submitted and received no later than Noon (Central) on January 30, 2025, to Lana Norton, Business Manager, Ellendale Public School, PO Box 400, Ellendale, North Dakota 58436. The link to the application is on the district's website at www.ellendale.k12.nd.us

Timelines:

- Post position: December 2, 2024
- Application Deadline: Noon (Central) on January 30, 2025
- Board Candidate Selection: by February 6, 2025
- Interviews: the week of February 17, 2025
- Starting Date: July 1, 2025

Requirements include:

- A letter of application
- Resume
- Two letters of reference
- Email addresses for two additional references
- Completed application form with necessary signatures – submitted electronically

<https://www.ellendale.k12.nd.us/employment/>

For questions, contact Lana Norton, Business Manager at Lana.Norton@ellendale.k12.nd.us or by calling the school at (701) 349-3232.

Applicants, and/or their designees, are asked not to contact members of the board of education during this search process.

Names of applicants will be held in strict confidence.

Anyone representing Ellendale Public School shall not discriminate based on gender, race, national origin, religion, creed, age, marital status, sexual orientation, or disability.

Ellendale Public School is an equal opportunity employer.

THE POSITION: School District Superintendent with other duties as assigned by the school board, based on district needs and the expertise of the selected candidate, salary, plus benefits, dependent upon education and experience.

QUALIFICATIONS: The candidate must have the background, skills, and abilities essential for providing excellence in educational leadership for Ellendale Public School. The school board has identified the following priorities for the candidate of choice:

- Lead the effort to reach the shared vision and implement tactics to achieve and exceed the districts goals.
- Set, demonstrate, and expect high standards of performance and integrity for students and staff.

- Ensure a culture of cooperation between the board, staff, and community to support student success, opportunity, and engagement.
- Consider multiple points of view before making decisions.
- Ensure timely, complete, and effective communication to board, staff, students, and community.
- Deal directly and fairly with faculty, staff, students, parents, and community.
- High visibility and engagement with the school and community.
- Partner with the board and other administration team members to maintain and build upon the strong fiscal position of the district.

DISTRICT PROFILE

Student Enrollment (2024-25)

Ellendale Elementary School (K-5) Totals 110

Middle School (6-8) 61

High School (9-12) 83

Maple River Colony 49

Full enrollment number 303

District Strengths:

- Strong commitment to improving instruction
- Fiscally sound school district
- Experienced administrative staff
- Structured professional development plans with 8 full days and two monthly early dismissal days for teacher PD
- Bob Marzano’s classroom observation model for teaching and learning
- New staff induction training prior to the start of school
- Technology rich teaching and learning environments:
 - o 1:1 laptop devices
 - o Interactive Board in all classrooms
 - o Flexible Seating
- Well-maintained facilities
- Successful fine arts and co-curricular programs
- Strong community pride in school facilities and educational programs

School District Mission Statement: To educate and empower All to be productive citizens.

District Website: <https://ellendale.k12.nd.us>

School District Board of Education: Michele Thorpe – President, Val Wagner – Vice President, Kristi Gilbert, Cresta Miller, and Jeff Goehring

THE COMMUNITY:

In the heart of pheasant country near the South Dakota border is the flourishing community of Ellendale, North Dakota. Well-positioned at the junction of US Hwy 281 and Hwy 11, Ellendale is both the Dickey County seat and home to Trinity Bible College. Ellendale's dynamic attitude and family orientation is evidenced by a modernized K-12 public school system, including up to date classroom technology and state of the art gymnasium.

Enhancing the growing business community are two medical clinics and a dental clinic, three hotels and two retirement homes; three banks and a regional telecommunications company. In addition, Ellendale boasts a modern swimming pool and park facilities, an ambulance service, police department and volunteer Fire Department, a Chamber of Commerce, senior citizens' center, historical society, public library, and museum. Nearby, hunting and fishing opportunities abound.

Setting the tone for Ellendale's cultural life is its active arts community, which is well on the way to restoring the old opera house to its original splendor. Art shows featuring local and regional artists and national shows, such as Smithsonian exhibits along with musical concerts, dramatic plays, and workshops of all kinds challenge and engage the community.

Community growth is coming with the construction of a state-of-the-art technology facility west of town. The groundwork on a new housing addition in town has begun to serve the needs of the new business. These are exciting times for Ellendale.