



THE STATE EDUCATION DEPARTMENT /
THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Mrs. Sandra R. Sherwood, CEO and District Superintendent of Schools
Sole Supervisory District of Herkimer-Fulton-Hamilton-Otsego Counties
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TO: Educational Consultants

FROM: Sandra R. Sherwood *Sandra R. Sherwood*
District Superintendent/Search Consultant

DATE: August 2023

RE: Superintendent Vacancy – West Canada Valley Central School District

The Board of Education of the West Canada Valley Central School District, located in Newport, NY is currently seeking qualified candidates for the position of Superintendent of Schools. The West Canada Valley Central School District offers a rigorous academic program along with many extracurricular opportunities to allow students to follow their interests and talents.

I have enclosed a brochure detailing this significant educational leadership position. The application is available online at www.herkimer-boces.org. All application materials must be received by 4pm on September 1, 2023.

Please share this information with those individuals currently on file with your office or others you may know who may qualify for this position.

If you would like additional information, please give me a call. Thank you.

/smm

Enc.

An Invitation to Apply
for the position of



Superintendent
of the
West Canada Valley
Central School District



5447 State Route 28, Newport, NY 13416

www.westcanada.org

Board of Education

Jessica Bartlett
President

Shauna Michael
Vice President

Janine Lynch

Roger Kemler

Edwin Schatzel

Sara Northup-Lynch

Alisa Brewer



Budget

The 2023-2024 West Canada Valley Central School District budget totals \$21,212,431.00

The District

The West Canada Valley Central School located along the beautiful West Canada Creek is a 110 square mile District located in Herkimer County and is 10 miles from the village of Herkimer and 20 miles northeast of the city of Utica. Made up of the seven townships of Deerfield, Fairfield, Herkimer, Manheim, Newport, Norway and Schuyler, the District is primarily rural with two villages within its borders. The campus is made up of 88 acres including a full contingent of athletic fields and two school buildings which house a rigorous academic program. In addition, the District offers an extensive array of extracurricular opportunities including drama, music, interscholastic athletics, and many student-based clubs. With its dedicated faculty and staff, low student to teacher ratio, strong academic program, strong performing arts program and championship athletic teams, the District is proud of the West Canada Valley tradition.

The Position

The superintendency at the West Canada Valley Central School District presents unique, but rewarding challenges. Candidates must be prepared to offer leadership in a rural, small-school setting that takes great pride in the academic performance of its students.

As is typical in districts of this size, the Superintendent is called upon to manage the instructional program and to lead the finance and business management aspects of the district. There are tremendous opportunities for high quality interpersonal interactions with the members of the Board of Education, students, parents, faculty, and members of the community.

The Superintendent of West Canada Valley is assisted by a full-time business manager. All school buildings are located on one campus in Newport, NY. The activities of the adjoining high school and elementary school are conducted by building principals in those buildings.



Qualifications

The successful candidate will be an experienced educational leader who has served previously as a superintendent, central office administrator, or principal within a school district or BOCES. They must be able to demonstrate:

- A genuine commitment to the education of children and a strong educational background.
- The ability to direct and plan within a multifaceted educational delivery system that speaks to the needs of the school district.
- The ability to be practical and creative in fiscal matters and to design long and short-term financial strategies to make effective use of all resources.
- The ability to manage, develop, devise, and implement effective personnel policies, especially as they impact hiring, staff evaluations, professional growth and the well being of the supervisory district.
- The ability to be an effective communicator through both written and spoken language.
- The ability to be an active listener, to articulate the goals of the organization and to develop new goals as needed.
- The skills to interact with the West Canada Valley Board of Education, presenting the Board with timely and appropriate information.
- The ability to execute viable plans for improving student achievement.

In addition, the successful candidate will:

- Possess NYS School District Administrator or School District Leader certification.
- Must be able to attend to the position's responsibilities, often beyond the typical work day.

District Vision

West Canada Valley graduates will be literate, problem-solving citizens of the 21st Century. To achieve this vision, we will use our Instructional Excellence Goals to ensure that each of our graduates is a(n):

1. Self-directed, life long learner who masters essential skills
2. Collaborative worker who makes individual contributions
3. Complex thinker and problem-solver
4. Community contributor who is respectful of the rights of others
5. Quality producer with the ability to self evaluate work
6. Effective communicator who uses multiple mediums
7. Effective user of technology
8. A global citizen who is ready to become a positive member of society

MISSION STATEMENT

Through a cooperative effort, parents, community, and the West Canada Valley Central School District are committed to preparing responsible, caring and productive citizens. With a commitment to excellence, we will provide an atmosphere in which all students can reach their fullest potential as life long learners.



Among the top Rural Schools in New York State

Consistently high graduation rates

Committed and caring faculty and staff

Board of Education that supports students in this community

Strong community support for the students in this district

Application Procedure

By the close of business on September 1, 2023, interested and qualified candidates should submit the following materials via email to smaxson@herkimer-boces.org:

- A completed application form (available online)
- A formal letter of interest and resume
- Copies of administrative certification(s)
- A minimum of four references who may be contacted

Members of the Board of Education should not be individually contacted.



Materials should be sent to:

Sandra Sherwood
District Superintendent
Herkimer-Fulton-Hamilton-
Otsego BOCES
352 Gros Boulevard
Herkimer, NY 13350

Email: smaxson@herkimer-boces.org

The West Canada Valley's Region

Located in the foothills of the Adirondacks with the property bordering the beautiful West Canada Creek, the area offers a variety of outdoor activities including kayaking, canoeing, fishing, camping, cross country skiing, hunting,, snowmobiling, and is the home of a bald eagle population. In addition, the district is home to the world famous Herkimer Diamond Mines and the Golf Club of Newport. With Utica a short distance away, the Munson Williams Proctor Art Institute, the Stanley Theater, the Utica Zoo, and the Utica Children's Museum offer many cultural opportunities. The Baseball Hall of Fame, located in Cooperstown, is a short forty-five minutes drive south. We are surrounded by many fine colleges and universities: Utica University, SUNY Polytechnic Institute, Herkimer College, Mohawk Valley Community College, Syracuse University, and the State University College at Oneonta.



Terms of Employment

A three-year contract with attractive benefits and a competitive annual salary commensurate with experience.

Search Timeline

- All application materials must be received by the close of business (4pm EST) on September 1, 2023
- Preliminary interviews conducted on a rolling basis and completed during the week of September 4, 2023.
- Interviews will commence the week of September 18, 2023 and will continue through early October.
- Position offered to the successful candidate the week of October 10, 2023, and the candidate appointed by October 31, 2023.
- The new superintendent is to begin employment on or near January 1, 2024.