



BRANCH INTERMEDIATE SCHOOL DISTRICT

The Board of Education for the Branch Intermediate School District is in search of a new superintendent to replace Kris Jenkins who is retiring after seven years of exemplary service to the organization. This is an outstanding opportunity for the right candidate to make an impactful difference while working for a top-quality, educational organization.

PROFILE OF THE IDEAL CANDIDATE FOR THE POSITION OF SUPERINTENDENT OF SCHOOLS

OVERVIEW

The next Superintendent of Branch Intermediate School District (ISD) will be a collaborative leader who shall engage with staff, community members, parents, and students to provide exemplary programs and services to meet the needs of the residents of Branch County.

QUALIFICATIONS

- Minimum of a Master's Degree in Educational Administration or related field
- Must possess Administration Certification in Michigan or can obtain
- At least five years' experience in a high-level leadership position in a school environment
- A deep knowledge of vocational education, special education, early childhood education and adult education
- Understanding of the core functions of an ISD and the unique role of the ISD superintendent

PREFERRED EXPERIENCES

- Partnership building
- Strategic planning
- Public relations
- Human Resources, supervision, and evaluation
- Ascended to leadership "through the ranks"
- Previous ISD experience is valued.

PROFESSIONAL SKILLS

- Makes decisions with "what's best for kids" mindset
- Recognizes, affirms, and values staff
- Exceptional communication skills
- Responsive to constituent concerns, follows-through, and provides feedback
- Ability to identify common goals and lead colleagues to attainment

- Visible and accessible
- Seeks to raise professional expertise in self and others
- Has a basic understanding of Intermediate School District finances

PERSONAL TRAITS AND CHARACTERISTICS

- Passionate about students
- Decisive; firm but fair
- Inviting, approachable, relational
- Honest and ethical
- Hands-on
- Collaborative
- Transparent
- Kind
- Sense of humor

Please read the letter from Superintendent Jenkins to potential applicants which can be found at the end of this posting.

The Branch Intermediate School District office is in Coldwater, Michigan which is situated about 15 minutes north of the Indiana state line. Coldwater is located along I-69, approximately 2 hours west of Detroit and 2.5 hours east of Chicago. The area is largely rural/agricultural with a solid business and industrial presence. Additional information on the area can be found at the Chamber of Commerce website at <https://www.coldwaterchamber.com/>.

The Branch Intermediate School District serves the school districts of Coldwater Community Schools, Quincy Community Schools, Bronson Community Schools, and Pansophia Academy. In all, more than 5,000 students in local districts are served. The ISD operates the Branch Area Career Center, the Waldron Learning Center (a facility for students with moderate to severe impairments), the Dorothy Legg Learning Center, and the Pathways to Independence Program (young adults). In addition, the Branch Intermediate School District offers Adult Education classes and Early Education programs in locations across Branch County. The district maintains strong partnerships with the neighboring ISDs of Calhoun and Barry counties, the Kalamazoo and Wayne Regional Educational Service Agencies, and Kellogg Community College.

District Website-<https://www.branch-isd.org/>

Board of Education (tenure)

Kenneth Norton, President (27 years)

Chantal Paxton, Vice President (12 years)

John Bolton, Secretary (8 years)

Brian Ely, Treasurer (2 years)

Kerri Jakubczak, Trustee (2 years)

District Data:

- Enrollment 5,596
- Teachers-94
- Administrators-34
- Paraprofessionals-127
- Clerical-9
- Support Staff/Other staff-49
- Adult education staff-17
- Operating Millage-.1689
- Special Education Millage-3.7654
- Vocational Education Millage-4.1459
- Budget
 - General Fund
 - Revenue \$9,310,224
 - Expense \$9,157,780
 - Projected Fund Balance \$2,811,577
 - Special Education
 - Revenue \$20,693,129
 - Expense \$21,496,055
 - Projected Fund Balance \$6,700,804
 - Vocational Education
 - Revenue \$9,138,122
 - Expense \$8,478,773
 - Projected Fund Balance \$7,023,970

Salary and Contract Information

The Board will offer a comprehensive, multi-year contract. Compensation will be commensurate with experience of the successful candidate within the Board approved salary range for the 2025-2026 year. This range begins at \$161,859 (Step 1) and has a maximum salary of \$171,197 (Step 4).

Application Procedure

Interested candidates should complete and submit an online application found at <https://masb.myrevelus.com/>.

Completed online applications must be submitted no later than 4 pm on **April 29**. No “hard copy,” fax or emailed copies accepted. If requested by the candidate, materials will be treated confidentially through the screening process. Candidate names will become public at the time an interview is scheduled.

Candidates are asked to not contact board members directly. All questions regarding the search should be directed to Mark Dobias, Consultant, Michigan Association of School Boards, at 269.532.0543 or mrdobias@gmail.com.

Search Timeline

Action	Date
Application deadline	April 29
Selection of candidates to interview	May 7
First round interviews	May 13, 14
Second round interviews/First Opportunity for Board Selection of Superintendent	May 21, 22
Board visitation (if necessary)	TBD
Second Opportunity for Board Selection of Superintendent	TBD
Start date	July 1