

CEDAR SPRINGS PUBLIC SCHOOLS

The Board of Education for Cedar Springs Public Schools announces an outstanding opportunity for an educational leader to lead a first-class district. The Board is seeking to replace Superintendent Scott Smith who is retiring on December 31 following eight years of exemplary service to the organization.

**PROFILE OF THE IDEAL CANDIDATE FOR
THE POSITION OF SUPERINTENDENT OF CEDAR SPRINGS PUBLIC SCHOOLS**

OVERVIEW

The Superintendent of Cedar Springs Public Schools shall be a strong, empowering leader who will collaborate with the Board of Education, faculty, administrators, staff, parents, and community to enhance the district's educational programs in order to provide world-class learning opportunities for students.

QUALIFICATIONS

- Minimum of a Master's degree in Educational Administration or other appropriate graduate degree.
- Must possess administrative certification in the State of Michigan.
- Minimum of 3 years of district-level experience as a superintendent, assistant superintendent, or other central office administrator is preferred.
- Candidates with other significant administrative experience such as building principals will be considered.
- Classroom teaching experience is required.
- A working knowledge of district office functions including school finance is essential.
- Must be knowledgeable regarding latest educational mandates and laws, i.e. reading instruction and teaching students with dyslexia.

PROFESSIONAL SKILLS AND EXPERIENCES

- Facilitation and/or implementation of strategic plans.
- Bond election and/or construction experience.
- Track record of raising student achievement.
- Exemplary communication and public relations' skills.
- Building partnerships and developing strong relationships.
- Skilled in union negotiations and contract administration.
- Engaging in deep conversations to build understanding and develop culture
- Systems oriented.
- Held positions of varying responsibility and experience at different levels in education.
- Team builder, utilizes strengths-based approach to develop synergy.
- Models self-accountability and holds others accountable to promote growth.
- Ability to analyze data strategically and implement corresponding strategies
- Has handled tough situations and made difficult decisions.
- Worked with diverse populations.

PERSONAL ATTRIBUTES

- Kids first
- Humble
- Trustworthy and transparent
- Visible, present
- Unifier
- Approachable
- Listens first
- Able to accept criticism
- Willing to learn and admit mistakes
- Positive, upbeat
- Service oriented
- Sense of humor

Location - Cedar Springs Public Schools are located in northern Kent County, approximately 20 minutes north of Grand Rapids. Its proximity to the I-131 corridor makes access to area attractions easy including theater, concerts, museums, and other cultural attractions. In addition, the area boasts outstanding recreational activities including watersports, golf, hiking, parks, and the Northland Trail which runs through the heart of town. It is a safe, wonderful place to raise a family.

District – Cedar Springs Public Schools serves approximately 3,000 students from preschool through grade 12. The district includes one early childhood center, three elementary schools, one middle school, and one comprehensive high school. Guided by its FLIGHT Strategic Plan, Cedar Springs Public Schools is committed to preparing all learners to exceed their potential through high-quality instruction, meaningful relationships, and innovative opportunities. Students have access to comprehensive academic programming, early childhood education, career and technical education, Advanced Placement and dual enrollment courses, fine arts and athletics, and a wide range of extracurricular experiences. Supported by a highly engaged community and recently completed districtwide facility improvements, Cedar Springs Public Schools continues to invest in learning environments that help every student learn, grow, and thrive.

District Data:

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| • Enrollment - 2,963 (2025/26 State Aid Membership) | • School buildings - 6 |
| • Teachers - 165 | • Foundation grant per pupil - \$10,300 |
| • Administrators - 16 | • 2026/27 General Fund Budget |
| • Itinerants (Counselors, social workers, psychologists, speech pathologists, Occupational Therapists) - 24 | ○ Revenue-\$47,443,293 |
| • Paraprofessionals - 62 | ○ Expense-\$47,812,014 |
| • District Level Support Staff - 21 | • Projected fund balance-\$13,995,080 (29.27%) |
| • Support Staff/Other Staff - 95 | • Tax Base (2026 TV) - \$1,003,3991,455 |
| | • TY 2026 Non-Homestead Levy-17.268 |

Board of Education (Name, Role, first elected or appointed)

Heidi Reed, President	1/1/17
Mistie Bowser, Vice President	1/1/2019
April Patin, Secretary	1/9/2023
Trent Gilmore, Treasurer	1/1/2019
Matt Shoffner, Trustee	7/1/2010
Traci Slager, Trustee	1/1/2019
Brent R. Willett, Trustee	1/20/2026

Salary and Contract Information

The Board will offer a comprehensive, three-year contract. Compensation will be commensurate with experience of the successful candidate and requirements of the position. **A preliminary salary range of \$180,000-210,000 has been established, with additional deferred compensation and incentives.**

Application Procedure

Interested candidates should complete and submit an online application via the link below.

Completed online applications must be submitted no later than 4:00 pm on **September 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 mrdbobias@gmail.com.

Search Timeline

Action	Date
Application deadline	September 29, 2026
Selection of candidates to interview	October 5, 2026
First round interviews	October 12, 13, 2026
Second round interviews/First Opportunity for Board Selection of Superintendent	October 19, 2026
Board visitation (if necessary)	TBD
Second Opportunity for Board Selection of Superintendent	October 20, 2026
Start date	January 1, 2027