# Arlington School District

## Superintendent of Schools

*Application Invitation*

## Application Process

**Application Deadline: Noon (CST) on January 11, 2027**

**Apply online via Dakota Ed Consulting (DEC):**
https://www.dakotaedconsulting.org/

## Timelines

- **Position Advertisement:** November 20, 2026
- **Application Deadline:** January 11, 2027, Noon CST
- **Candidate Selection:** January 20, 2027
- **Interviews:** January 27, 2027
- **Starting Date:** July 1, 2027

## Requirements Include:

- A letter of application
- Resume
- Two letters of reference
- Two additional references with email contact
- Completed electronic application form with necessary signatures.




## Located in Arlington, SD

## District Profile

**Student Enrollment** (2025–2026):

**285**

**Schools in District:**

- Arlington pre-school
- Arlington Elementary School (K–6)
- Arlington Jr. High School (7-8)
- Arlington High School (9-12)

**School Vision:**

**Everyone is actively engaged in the process of learning.**

**School Motto:**

**Learning for Life**

## DISTRICT WEBSITE

https://www.arlington.k12.sd.us/

## DOE STATISTICAL DIGEST

Arlington.pdf

**For Questions Contact:**

**Tom Oster** | Phone: 605-202-0172 | Email: tom.oster@osterconsulting.com

## Position Overview

The School District Superintendent position combines fundamental administrative duties with other responsibilities as assigned by the school board, based on district needs and the expertise of the selected candidate. See job description at the end of the profile. **Salary Range: $110,000-$125,000** plus benefits (dependent on education and experience).

## Qualifications

The candidate must have the background, skills, and abilities essential for providing excellence in educational leadership for the Arlington School District. The school board has identified the following characteristics for the candidate of choice:

- Provide a strategic vision for the district.
- Hold self and others accountable to high standards of performance.
- Accessibility and impartiality.
- Ability to consider all points of view before making decisions.
- Effective communication skills at all levels.
- Ability to deal directly and fairly with faculty, staff, students, parents, board members, and community members.
- High visibility and engagement with the school and community.
- Strong fiscal management skills.
- Understanding of diversity and its impact on the educational environment.
- Exhibit self-confidence, model integrity, and inspire trust.

## District Information

Arlington School District 38-1 is in Arlington, SD.

**Mission Statement –** The mission of the Arlington School District is to educate all students in a safe, challenging and disciplined environment and provide each student the opportunity to develop the skills and knowledge necessary to be a productive citizen in an ever-changing society.

**BELIEFS:** The students of this school are the reason we are all here. All children can learn in many different ways. Effective learning involves a variety of instructional strategies and activities. The school environment should be safe and conducive to learning. Education is a responsibility shared by the school, parents, and the community. Supportive parental involvement contributes significantly to a child's achievement and development. The teachers of a school are its greatest resource. The students of a school are the community's greatest resource/asset.

## District Strengths

- Fiscally sound school district with well-maintained facilities
- Strong commitment to improving instruction
- Experienced staff
- Results-proven evaluation format for teaching and learning
- Early developmental learning opportunities
- Technology-rich teaching and learning environments
- Established academic and extracurricular traditions
- Strong community pride in school facilities and educational programs

## School Board Members

- Darrik Bunker, President
- Casey Hanson, Vice President
- Paul Burns
- Megann Murphy
- Annette Schrock



ARLINGTON SCHOOL DISTRICT

Learning For Life

306 SOUTH MAIN STREET
PO BOX 359
ARLINGTON, SD 57212
1-605-983-5597

# Community

**Arlington is a small city of about 926 residents located at the crossroads of U.S. Highways 14 and 81, primarily in Kingsbury County with a portion in Brookings County, South Dakota. Founded in 1880 and originally named Nordland, it sits roughly 20 to 30 minutes west of Brookings.**

**There are those who believe towns like Arlington don't exist anymore—wide, tree-lined streets, very little crime, good schools, and just the sense of security you get from a safe place.**

***So think about it. Arlington… A life with good schools, quiet nights, fewer worries and not a traffic light in sight. You could get used to this.***

https://cityofarlingtonsd.com/





## FOR QUESTIONS CONTACT

**Tom Oster 605-202-0172 tom.oster@osterconsulting.com**

- **Applicants and/or their designees are asked not to contact members of the Board of Education during the application process.**
- **Names of applicants will be held in strict confidence.**
- **Anyone representing DEC shall not discriminate based on gender, race, national origin, religion, creed, age, marital status, sexual orientation, or disability.**
- **The Arlington School District is an equal opportunity employer.**

**Superintendent of Schools**

**RESPONSIBILITY:**

The superintendent of schools shall be the chief executive and administrative office of the school board and shall have in addition to the powers and duties specifically imposed upon his office by statute, all executive and administrative powers and duties in connection with the conduct of the schools which are not required by statute to be exercised directly by the board or by some other office. It shall be the duty of the superintendent of schools to complete all executive and administrative transactions not required by law or resolution to be brought before the school board and to prepare all other matters of administrative procedure or policy for board approval.

**DUTIES:**

1. Shall enforce all policies of the school board.
2. Shall work with the principal to make recommendation for appointment and discharge of all teachers and employees under their supervision to the school board.
3. Shall make recommendation for appointment of all employees not under the care of the principal to the school board.
4. Shall assist the business manager for adoption by the school board, an annual budget.
5. Shall approve all expenditures within the annual appropriations adopted by the school board.
6. Shall evaluate the performance of principal(s), custodians, head cook, assistant cooks and business secretary to the Superintendent.
7. Shall attend all meetings of the school board and assist in their deliberations.
8. Shall acquaint the public with the activities and needs of the schools.
9. Shall prepare reports for the school board on the condition and needs of the schools.
10. Shall report to the school board on performance of principals.
11. Shall review recommendations for certified and noncertified personnel and assist the principal with a slate to present to the school board
12. Shall work with in-service committee on evaluation and recommendation for the improvement of teacher in-service.
13. Shall recommend changes in master contract to the board for consideration.
14. Shall assist principal's studies to determine the adequacy of the curriculum as need arises.

15. Shall receive communications relative to school affairs and consult with individuals having business with the school board.
16. Shall prepare new policies for the school board for adoption as need for such arises.
17. Shall make rules and regulations regarding routine matters which have not been specifically provided for in board policies
18. Shall be responsible for carefully studying the needs of the district and for recommending to the school board plans adequate for meeting these needs.
19. Shall perform such duties as the board may require, and in the absence of specific rules and advice of the board, shall assume any authority or perform any duty which any particular situation, unforeseen and suddenly arising by demand, subject to later consideration of and action by the board.
20. Shall appraise the quality of teaching of the instructional staff with a view to increasing effectiveness.
21. Shall assist the business manager in the preparation of the board agenda for meetings so that they can be sent out in advance for each regular school board meeting.
22. Shall provide necessary background information to assist board members in reaching decisions.
23. Shall evaluate the total educational program periodically and make necessary recommendations.
24. Shall evaluate with the head cook on a regular basis the entire operation of the lunch program.
25. Shall maintain lines of communication with the staff through meetings, bulletins, and conferences.
26. Shall assist the business manager in interpreting results of school board meetings to news media and staff.
27. Shall be responsible for an effective public relations program in the school district.
28. Shall prepare and approve requisitions for all capital outlay items
29. Shall administrate the rental of all school buildings.
30. Shall determine property damage, where applicable, and insure collection of same.
31. Shall determine the certification status of instructional staff members.
32. Shall determine when to start late or postpone school due to inclement weather or other emergency situations where the safety of the employees and students could be put in jeopardy. In so doing so will be responsible to inform the patrons of the district in a timely manner.