

Position Description for Center Point-Urbana Community School District

The **Center Point-Urbana Community School District, Center Point, Iowa**, Board of Education, is seeking a highly qualified **Superintendent**. The Board wishes to have the successful candidate assume the responsibilities of the position **July 1, 2026**.

McPherson & Jacobson, L.L.C., Executive Recruitment and Development are engaged as consultants in a search for outstanding candidates. They will assist the School Board in identifying and screening the candidates.

Enrollment: 1,400 students

Location: 20 miles north of Cedar Rapids, IA

Salary: \$175,000 - \$190,000 commensurate with experience and education

The Qualifications:

The candidate must have the background, skills, and abilities essential for excellence in educational leadership. The Board recognizes that selecting a superintendent is one of the most important decisions it will make. The Board developed the following:

Key Leadership Qualities

- **Student-Focused Decision Maker:** Grounds decisions in what is best for students' learning, well-being, and opportunities while considering the long-term health of the district.
- **Highly Visible and Connected Leader:** Makes a consistent effort to be present in classrooms, hallways, extracurriculars, fine arts events, and community activities so students, staff, and families see and know their superintendent. Understands that visibility is foundational to building trust and ensuring stakeholders feel heard.
- **Builder of Trust and Relationships:** Strengthens connections across the district, encourages teamwork among buildings, and fosters a positive, respectful culture for employees at every level. Recognizes the current need to rebuild trust with staff and unify the system after recent leadership transitions
- **Clear, Consistent Communicator:** Keeps people informed, seeks input before making decisions, and communicates with honesty and clarity so stakeholders feel respected and well-informed. Communicates proactively during periods of change, financial pressure, or controversy.
- **Steady, Strategic Thinker:** Uses data, listens carefully, and balances perspectives to make thoughtful, timely decisions that move the district toward shared goals. Brings the confidence and steadiness needed to navigate board dynamics and community expectations.
- **Financially Astute Leader:** Understands the realities of Iowa school finance, communicates budget needs transparently, and plans responsibly for declining enrollment and future facility

commitments. Possesses the expertise to make early, informed decisions in a property-poor, enrollment-declining district.

Experience and Expertise

- **Effective Board and Community Partner:** Works collaboratively with the school board, communicates roles and expectations clearly, and engages community members as meaningful partners in district work. Understands the importance of stable, healthy governance and demonstrates experience rebuilding or sustaining productive board–superintendent relations.
- **Community Engagement and Public Presence:** Interacts comfortably with diverse groups, represents the district with professionalism, and builds productive relationships in both Center Point and Urbana. Honors CPU’s unified two-town identity and embraces small-town community life.
- **Strong Finance and Budget Skill Set:** Brings a solid understanding of Iowa funding structures, enrollment trends, and multiyear financial planning, along with experience managing staffing, programming, and facility needs responsibly. Prepared to address financial challenges immediately upon entry.
- **Facilities Leadership:** Understands how to steward facility projects, both new construction and ongoing maintenance, and communicates progress and needs effectively to the community—especially with major bond-funded projects now launching.
- **Team and Talent Development:** Invests in developing leaders, supports new administrators, and works to strengthen recruitment, retention, and staff cohesion in a competitive labor environment. Recognizes the need to support a relatively new building administrative team.
- **Instructional Understanding and Support:** Possesses a working knowledge of curriculum, teaching, learning, assessment, and special education, and supports principals and teachers in strengthening instruction across all buildings.

Personal Attributes

- **Student-Centered Presence:** Shows care for students as individuals, engages with them directly, and models the positive behaviors and attitudes expected throughout the district.
- **Approachable and Personable:** Creates a welcoming atmosphere, connects easily with students and adults, and builds relationships through genuine interest and day-to-day presence.
- **Community-Rooted Mindset:** Embraces the small-town identity and values of CPU, participates in local life, and shows commitment to being part of the community for the long term. Willing to become deeply involved in community traditions, events, and activities.
- **Ethical and Dependable:** Demonstrates fairness, honesty, and consistency, and follows through on commitments in ways that inspire confidence from staff and the community.

- **Resilient and Patient:** Brings steadiness to a district navigating turnover and change, listens deeply before acting, and earns trust through respectful collaboration. Possesses the backbone, calm, and diplomacy needed to work with diverse and strongly held viewpoints.
- **Forward-Looking and Open to Innovation:** Recognizes CPU's strengths while remaining curious about new ideas that support student learning, operational efficiency, and continuous improvement.

Preferred Background

- **Commitment to Stability:** Intends to build long-term relationships and provide consistent leadership rather than viewing the position as a temporary stop—a strong priority voiced by the board.
- **Strong Community Partnership Record:** Has a history of cultivating relationships with families, local organizations, and community leaders to strengthen district programs and supports.
- **Experience in Close-Knit Communities:** Has succeeded in settings where strong visibility, personal relationships, and deep community involvement are essential.
- **Proven School Leadership Experience:** Has a track record of leadership at the superintendent or senior administrative level, ideally in districts experiencing enrollment, staffing, or financial pressures.
- **Demonstrated Team Leadership:** Has built and sustained collaborative teams, especially during periods of transition, and brings a coaching mindset to leadership. Understands how to support and mentor newer administrators.
- **Knowledge of Iowa Systems:** Understands Iowa finance, policy, negotiations, and governance practices well enough to step in confidently without a long learning curve.

Apply online at: www.macnjake.com

Search Timeline:

- Closing date for applications: **January 2, 2026 (11:59 p.m. central time)**
- Board of Education selects finalists to interview: **January 12, 2026**
- Interviews: **January 20, 2026**
- Selection of new Superintendent: **January 20, 2026**
- Start date: **July 1, 2026**

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Center Point-Urbana Community School District is an Equal Opportunity Employer. The district does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability and, when needed, will provide reasonable accommodations to applicants and employees. Anyone requesting reasonable accommodation in the application or recruitment process please contact McPherson & Jacobson at the address/phone/email above.