SUPERINTENDENT OF SCHOOLS

POQUOSON CITY PUBLIC SCHOOLS

Poquoson, Virginia





The Poquoson City School Board is seeking a student-centered and community-oriented educational leader to serve as the next Superintendent of Poquoson City Public Schools. The next Superintendent will lead an outstanding school division serving approximately 2,100 students in a community where the schools are central to civic life and to the City's identity. The new Superintendent's start date is expected to be in February 2027.

This recruitment profile describes Poquoson City Public Schools to prospective candidates, identifies important priorities and available opportunities, and outlines key responsibilities and expectations that the new Superintendent will face. The profile also describes Poquoson City Public Schools' 'ideal' candidate in terms of qualifications and desired leadership qualities determined to be necessary and desirable for the position.

Questions and inquiries may be directed to:

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ALL FOUR PCPS SCHOOLS

EARNED DISTINGUISHED PERFORMANCE

AND ARE FULLY ACCREDITED

Poquoson Primary School

PERFORMANCE CATEGORY
Distinguished

ACCREDITATION DESIGNATION
Fully Accredited

Poquoson Elementary School

PERFORMANCE CATEGORY
Distinguished

ACCREDITATION DESIGNATION
Fully Accredited

Poquoson Middle School

PERFORMANCE CATEGORY
Distinguished

ACCREDITATION DESIGNATION
Fully Accredited

Poquoson High School

PERFORMANCE CATEGORY
Distinguished

ACCREDITATION DESIGNATION
Fully Accredited

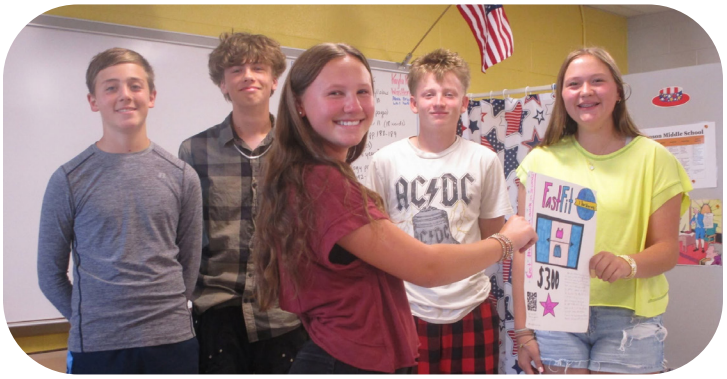
POQUOSON CITY PUBLIC SCHOOLS

Poquoson City Public Schools serves approximately 2,100 students across four schools: Poquoson Primary School, Poquoson Elementary School, Poquoson Middle School, and Poquoson High School. The division employs roughly 300 faculty and staff and is governed by a seven-member School Board appointed by the Poquoson City Council. The division accounts for the largest share of the City's budget. Sustaining competitive compensation, maintaining aging facilities, and planning for residential growth all require close coordination with the City Manager and City Council.

In 2026, all four schools earned the Commonwealth's highest performance rating designation of Distinguished and maintained Fully Accredited status. Poquoson City was the only school division in Superintendent's Region 2 in which every school received the Distinguished designation, and one of only 14 divisions statewide to achieve that recognition. The division has also earned Virginia Purple Star recognition for its support of military-connected students and their families, who make up roughly 18 percent of enrollment. Additionally, the school division's On-Time Graduate Rate increased to 95.8%, and the dropout rate remains below 2%; both ratings compare favorably to state averages.

The school division's configuration is unique for its size. A separate K-2 primary school and 3-5 elementary school allow Poquoson to tailor instruction, scheduling, and school culture to its youngest learners in ways most small divisions cannot. While the division's overall enrollment has remained steady over the past few years, there has been a significant increase in students' receiving special education services.

Poquoson City's excellent schools attract and keep families in Poquoson, and they bring the community together through strong academic programs, athletics, career and technical offerings, fine arts opportunities, and traditions that connect generations. In addition to the programs and opportunities offered within its four schools, the division expands students' educational experiences through partnerships with regional institutions and neighboring school divisions. Students have access to specialized programs, including New Horizons Governor's School for Science and Technology, Career and Technical Education programs at New Horizons Regional Education Centers, dual enrollment coursework through Virginia Peninsula Community College, and unique opportunities through a partnership with Newport News Public Schools at the Aviation Academy.





THE COMMUNITY

In 1952, Poquoson residents incorporated their community as a town, in large part to maintain local control over their schools. Poquoson became an independent city in 1975. That history still shapes the community's expectations and display of pride in its schools.

Located on the Virginia Peninsula in Hampton Roads, Poquoson is a coastal city of approximately 13,292 residents bordered by the City of Hampton, York County, and the Chesapeake Bay. It is an established residential community with an extensive shoreline, near Joint Base Langley-Eustis, NASA Langley Research Center, Newport News, and Williamsburg, and within reach of the employment, higher education, healthcare, and cultural resources of the wider region. Fishing, crabbing, and the work of local watermen shaped the City's history and remains part of its identity, celebrated each year at the Poquoson Seafood Festival.

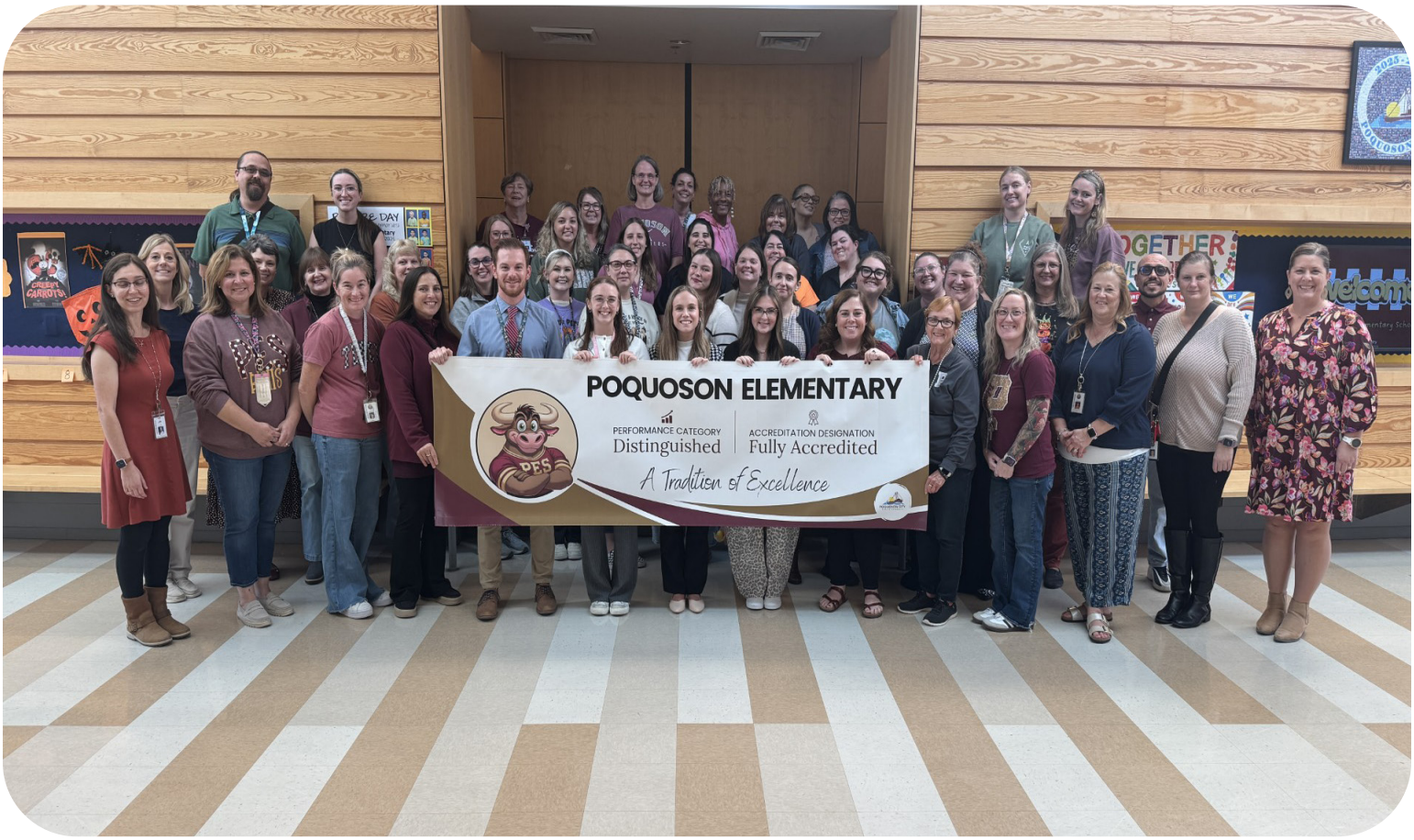
Poquoson is a small, close-knit community in which generations of families have kept their roots. That closeness is reflected by staff and residents who stay informed and invested. A Superintendent here is expected to become a member of the community and engage with students, staff, and families frequently and in authentic ways.

THE POSITION

The Superintendent is the division's chief executive officer, responsible for instructional leadership, operations, human resources, finance, and carrying out the policies and vision the School Board adopts. The Superintendent builds and maintains strong working relationships with the School Board, division level leadership, principals, teachers and support staff, families, the City Manager, City Council, and community organizations.



The School Board is seeking a strong, credible, and relational instructional leader who understands what makes Poquoson distinctive. The division has many strengths worth protecting including a close-knit community, long-tenured, skilled, and dedicated staff, strong family participation and support, and an academic reputation the community and board are proud of. Consistent through staff and community surveys, as well as school board interviews, the next Superintendent should learn and understand the division before recommending changes, foster collaboration and act with intention to bring sound judgment about where improvement is needed along with the skill to lead people there.



KEY RESPONSIBILITIES & PERFORMANCE EXPECTATIONS

The Superintendent will:

- Serve as chief executive officer of the division, consistently executes School Board policy, and provides the School Board with objective, timely, and complete information to support its decisions.
- Lead instruction across all four schools, with accountability for student achievement, curriculum, assessment, and the quality of teaching in every classroom.
- Develop and administer the division's operating and capital budgets and maintain responsible stewardship of public funds.
- Work closely with the City Manager and City Council on budget development, the capital improvement program, compensation, and the shared long-term interests of the city and its schools.
- Recruit, develop, evaluate, and retain high-quality teachers, administrators, and support staff, and advocate for competitive compensation and working conditions.
- Ensure that students with disabilities receive the services, staffing, and support their programs require, and that general and special educators are equipped to serve them well.
- Apply policies, procedures, and expectations consistently across all four schools, providing support to and maintaining accountability for building leadership.
- Lead long-range planning for facilities, enrollment growth, and the capital needs of aging buildings and systems.
- Develop, execute, and monitor the division's strategic plan with the School Board and the community.
- Communicate openly and on a predictable schedule with families, employees, and residents, including the reasoning behind decisions that affect them.
- Maintain safe, secure, welcoming, and well-supported learning environments.
- Represent the division with the Virginia Department of Education, regional partners, and the wider community, and maintain compliance with state and federal requirements.





DESIRED LEADERSHIP QUALITIES

The School Board is seeking an experienced, approachable, and student-centered leader who understands the importance of relationships and tradition in a close-knit community. The successful candidate will demonstrate the professional competence to lead a high-performing school division and the personal qualities necessary to earn the trust and confidence of the School Board, employees, families, and residents.

Honesty and Integrity. Demonstrate honesty and consistency in every setting. Provides the School Board with candid, transparent, and objective information, including difficult or sensitive matters, and acknowledges mistakes directly. Makes the decision that is right for students even when that decision will be unpopular and remains composed when criticism travels quickly and publicly.

Personalized and Authentic Communication. Keeps staff, families, and residents informed and engaged regarding matters and decisions that affect them. Explains the reasoning behind decisions and puts the basis for policy changes in writing. Creates regular opportunities for two-way conversations so that staff and families are heard before a decision is made and understand it afterward.

Sound and Decisive Judgment. Gathers input to inform important decisions, then decides and explains the reasoning behind the decision. Builds agreement where agreement is possible and earns respect by extending it. Stands by a sound decision when it draws criticism and does not take disagreement personally.

Visible and Engaged. Maintains a regular presence in all four schools and throughout the community. Spends time in classrooms and cafeterias and attends games, concerts, community events, and participates with civic groups/organizations. Recognizes that in Poquoson a Superintendent becomes a member of the community and is known in person as much as at a Board meeting.

Instructional Leadership and Operational Competence. Brings depth in curriculum, instruction, and assessment together with working command of school law, policy, finance, and division operations. Remains personally engaged in the quality of teaching and learning in every building. Develops and trusts a leadership team capable of managing the division's operational work.

Advocacy and Partnership. Develops strong partnerships with all key stakeholders and proactively advocates for increased and enhanced compensation, facilities, and the resources to support the needs of all students. Builds and nurtures strong working relationships with the City Manager, City Council, and community organizations.

Respect and Trust for Employees. Values the knowledge and experience of teachers, support staff, and school leaders. Consults and collaborates with employees regarding issues and decisions that affect their work and makes their input visible in the outcome. Fosters a culture and develops a working environment in which concerns can be raised without fear of retaliation.

EDUCATION, EXPERIENCE, & LICENSURE

The School Board seeks an experienced educational leader with a record of progressively responsible leadership and a working understanding of the operations of a Virginia school division.

A master's degree from an accredited college or university is required. An earned doctorate is preferred.

Candidates must hold, or provide evidence of eligibility for, a Virginia Division Superintendent License, and must appear on or be eligible for the Virginia Board of Education's list of eligible division superintendents. Candidates are encouraged to review current requirements with the Virginia Department of Education.

The School Board has set the remaining qualifications as preferences. The School Board intends to consider every candidate whose record demonstrates readiness and welcomes applicants whose career path differs from the traditional one. Preferred qualifications include:

- Experience as a classroom teacher.
- Experience as a school-level administrator, such as a principal or assistant principal.
- Experience in central office or division-level leadership.
- Experience in a small school division, or a demonstrated understanding of the opportunities and constraints that come with one.
- Prior service as a Superintendent or Assistant Superintendent. The School Board also welcomes candidates whose progression demonstrates readiness to assume the role for the first time.

The successful candidate should bring experience across a broad range of division functions, which may include curriculum and instruction, assessment and accountability, special education, school finance and budgeting, school law and policy, human resources, facilities and capital planning, school safety, community engagement, and School Board relations.

An equivalent combination of education, training, and experience that demonstrates the knowledge, skills, and leadership capability to serve as Superintendent of Poquoson City Public Schools will be considered.



OPPORTUNITIES AND PRIORITIES FOR THE NEXT SUPERINTENDENT

The next Superintendent will address several instructional, operational, and financial priorities that will shape the division's work in the years ahead. Key opportunities and priorities include:

- ***Student Achievement and Instructional Leadership***. Sustain and build on the division's "tradition of excellence." All four schools earned Distinguished and Full Accreditation in 2026, and the community expects that standard to be maintained and enhanced. This includes strengthening early literacy, expanding the reach and rigor of advanced coursework, and preparing all graduates for college, careers, the military, and the workforce. Set measurable goals, compare the division's performance with comparable high-performing divisions as well as state standards, and report progress to the School Board and the community on a regular schedule.
- ***Recruitment, Retention, and Compensation***. Strengthen the recruitment and retention of teachers, administrators, and support staff in a division that competes with neighboring divisions. Consistently advocate for competitive compensation and optimal working conditions within the division and in public, working with the City Manager and City Council.
- ***Special Education and Student Support***. Address the significant increase in students receiving special education services. Priorities include inclusionary practices, paraprofessional staffing and ratios, behavioral support, classroom space, and the confidence of families that students receive what their programs require.
- ***Growth and Changing Demographics***. Anticipate the staffing, scheduling, and facility consequences of residential growth and a changing student population and proactively plan for them.
- ***Facilities and Capital Planning***. Address significant capital needs, including aging building systems and a high school more than fifty years old. Maintain and enhance a long-range capital plan jointly with the City Manager and City Council, supported by a clear public case for the investment required.
- ***Consistency and Systems Across Four Schools***. Establish and maintain consistent policies, procedures, and expectations across all four schools while promoting alignment in practices, effective use of resources, and accountability throughout the division. Balance division-wide alignment with the professional judgment of experienced teachers, involving them in decisions about curriculum resources and instructional practice.
- ***Strategic Planning***. Complete and implement the division's five-year strategic plan with the participation of employees, families, and the community. The School Board will support modifications the incoming Superintendent determines are necessary.
- ***Entry and Transition Focus***. Spend the first months in schools, with employees, and in the community. Publish a summary of what was learned, followed by a plan with clear priorities.



COMPENSATION & BENEFITS

Poquoson City Public Schools offers a competitive salary commensurate with qualifications and experience within a salary range of $195,000 to $235,000.

The Superintendent also receives a comprehensive benefits package that includes health, dental, and vision insurance; participation in the Virginia Retirement System (VRS); a 403(b) or 457(b) deferred compensation plan; group and optional life insurance; Flexible Spending Accounts; an Employee Assistance Program; and paid leave and holidays.

The School Board will negotiate a written employment contract with the successful candidate. Under the Code of Virginia, an initial Superintendent contract runs not less than two nor more than four years, and all Superintendent contract terms expire on June 30.

Residency within the City of Poquoson is preferred.

APPLICATION PROCESS

Applications received on or before November 30, 2026, will receive full consideration. To be considered, please submit a cover letter, résumé, and three professional reference letters, and complete the essay questions through the Berkley Group application portal link below. Essay questions can be found in the application.

Click Here to Apply!

Questions and inquiries may be directed to:

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The School Board anticipates appointing the next Superintendent in January 2027. All inquiries and applications will be handled confidentially. Candidates should direct questions to Berkley Group and not to the School Board or division level administration.

Poquoson City Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information, military status, sexual orientation, gender identity, or any other characteristic protected by law.

For additional information, visit: https://www.poquoson.k12.va.us/

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