Application for

# Superintendent of Schools

**Unified School District 466**

**Scott County Schools**

Direct all inquires and application material to:

Patti Strickler

Clerk to the Board

704 College

Scott City, Kansas 67871

620.872.7600

pstrickler@usd466.com

## Application deadline – January 7, 2011

Thank you for your interest in the Scott County Schools USD 466 superintendent position. As you know, USD 466 is a very good school district with excellent facilities and location in Kansas.

Fully completed hard copies of the following items are required to be sent to the person listed above. Information submitted by e-mail or electronic copies will not be accepted.

* The completed application (pages A1-A9). This application may be saved, but will not be accepted via e-mail or electronic copy.
* A letter of interest in the superintendent position specifying the reason for applying at USD 466. Limit the letter to one page.
* A detailed resume.
* Send three letters of reference or your university credentials, if available.
* Official sealed graduate school transcripts.
* A copy of your current Kansas superintendent license or written evidence that you are eligible to receive this license prior to July 1, 2011.

If you have any questions regarding the application procedure, you should feel free to contact me at 620.872.7600.

You are specifically requested not to contact board of education members.

The Board of Education of Unified School District 466, Scott City, Kansas is seeking a strong educational leader to serve as Superintendent of Schools. Duties will begin July 1, 2011.

**Professional Background**
Prior administrative experience as principal, assistant superintendent or superintendent is essential.

**Licensure**
The Superintendent should hold, or be eligible to obtain, the appropriate Kansas Administrator’s License.

**Professional Qualifications**

* A visionary leader who supports and directs the implementation of strategic planning for the district that includes wise management of human and financial resources.
* A strong fiscal manager possessing a clear understanding of school finance and budget development with the ability to properly manage all district’s day-to-day operations.
* An educational leader with sound knowledge of curriculum, effective instruction and school improvement.
* An instructional leader that focuses programs on improving instruction, increasing student achievement and understands and values the role of technology in education.
* A skilled communicator who can develop trust and respect with the Board, staff, students, parents, and the community.

**Personal Qualifications**

* Ability to make difficult decisions.
* Leadership ability to motivate self and others.
* High standard of values supported by evidence of integrity and honesty in relationships with others.
* Professional ethics and high moral standards.

**Selection Procedures**

* A limited number of applicants will be interviewed for this position.
* No candidate will contact individual board members.
* A screening committee will consider all completed applications and recommend those candidates it considers as meeting the requirements of the board.
* Finalists may be identified to the public and media as necessary and appropriate.
* The Board may visit the district of finalists, but will not proceed without the finalist’s prior knowledge and consent.

**Superintendent Qualities Identified**
The USD 466 Board of Education members have identified key characteristics and qualities that they are looking for in a superintendent of schools. Identifying these items is one of the first steps in the selection process. The characteristics and qualities are being widely distributed to school staff and the general public to gain feedback and to allow an understanding of what the board is looking for in a superintendent of schools. These characteristics and qualities are as follows.

**Most Important Leadership and Personal Qualities**

* Honesty and dependability
* People oriented
* Leader for all staff
* Willing to listen and be an effective communicator
* Willing to delegate

**Strengths of the District that the New Superintendent Should Understand**

* Strong staff
* Strong community support and involvement

**Critical Needs of the District that the New Superintendent Should Understand**

* Keep the budget under control and use limited dollars wisely
* Improve technology and facilities within budget limitations
* Provide for needed staff training

**Single Characteristic that will separate Applicants**

* Enjoys his or her work
* Integrity
* Willing to go the extra mile

**Timeline**
Application deadline: No later than January 7, 2011
Interviews: January 18-26, 2011
Selection: By January 31, 2011

USD 466 is an equal opportunity employer and will not discriminate on the basis of race, religion, color, sex, national origin, age or disability.

#### **Personal Data**

|  |  |
| --- | --- |
| *Last Name*  |       |
| *First Name*  |       |
| *Middle Name* |       |
| *Current Home Address* |       |
| *Home Phone* |       |
| *Cell Phone* |       |
| *Office Phone* |       |
| *E-Mail* |       |
| *Date of Availability* |       |

**Enter the appropriate responses from the following statements**

* I **[ ]** *have* *not* **[ ]** *have* been convicted of a crime involving moral turpitude.
* I **[ ]** *do not**assure* **[ ]** *assure* the information on this application is accurate.
* I **[ ]** *am not* **[ ]** *am* under contract.

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| *(If so, when does your contractual obligation expire?* |      ) |

* I **[ ]** *am not* **[ ]** *am* now certified to be a superintendent of schools in Kansas.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| *State* |       | *Issue Date* |       | *Exp. Date* |       | *Kind of Certification* |       |

* If selected and conditions prove satisfactory to me, I **[ ]** *do not have* **[ ]** *have* plans which would prevent my administrative work and residence in Scott County USD 466 for at least two years.

**Signature of Applicant and Date**

*Signature of Applicant Date*

*[Scroll down for more of the application]*

*The district will keep confidential all applications except for finalists. Finalists will be notified prior to their names being released to the public.*

**Educational Data**

|  |  |
| --- | --- |
| *High school* |       |

*College training in chronological order:*

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| --- | --- | --- | --- |
| *School Attended and Location* | *Degree* | *Major Field* | *Minor Field* |
|       |       |       |       |
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*College honors and activities*

*[Begin typing your answer in gray box below. When allotted space is filled, no more text will be allowed.]*

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*Workshops or seminars relevant to this specific position*

*[Begin typing your answer in gray box below. When allotted space is filled, no more text will be allowed.]*

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**Professional Data**

*Current Employment and Salary History*

*[Begin typing your answer in gray box below. When allotted space is filled, no more text will be allowed.]*

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*Chronological Education Employment*

*[Type your answers in gray boxes below. When allotted space is filled, no more text will be allowed.]*

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| --- | --- | --- | --- | --- |
| **School Name/Location** | **District Enrollment** | **Position or Duties** | **Dates** | **Salary** |
|       |       |       |       |       |
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*Other Work Experience*

*[Type your answers in gray boxes below. When allotted space is filled, no more text will be allowed.]*

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| --- | --- | --- | --- |
| **Employer/Location** | **Duties** | **Dates** | **Salary** |
|       |       |       |       |
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**Professional References**

*(five required)*

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| * Name
 |       | E-mail |       |
| Addresses |       |
| Home Phone |       | Work |       | Cell |       |
| Affiliation with Applicant |       |  |
| Date on which Contact with Reference is Permissible |       |
|  |  |  |  |
| * Name
 |       | E-mail |       |
| Addresses |       |
| Home Phone |       | Work |       | Cell |       |
| Affiliation with Applicant |       |  |
| Date on which Contact with Reference is Permissible |       |
|  |  |  |  |
| * Name
 |       | E-mail |       |
| Addresses |       |
| Home Phone |       | Work |       | Cell |       |
| Affiliation with Applicant |       |  |
| Date on which Contact with Reference is Permissible |       |
|  |  |  |  |
| * Name
 |       | E-mail |       |
| Addresses |       |
| Home Phone |       | Work |       | Cell |       |
| Affiliation with Applicant |       |  |
| Date on which Contact with Reference is Permissible |       |
|  |  |  |  |
| * Name
 |       | E-mail |       |
| Addresses |       |
| Home Phone |       | Work |       | Cell |       |
| Affiliation with Applicant |       |  |
| Date on which Contact with Reference is Permissible |       |

**Professional Activity**

*List memberships relevant to this position*

*[Begin typing your answer in gray box below. When allotted space is filled, no more text will be allowed.]*

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*List honors, awards or publications relevant to this position*

*[Begin typing your answer in gray box below. When allotted space is filled, no more text will be allowed.]*

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**Narrative Data** *(not to exceed application pages A6-A8)*

State briefly, on the following three pages, your philosophy and specific approaches for developing educational excellence. In this narrative, please include ideas or successful experience related to leadership, student achievement, budget/school finance, and at least two other topics from the list below:

Instruction Strategic Planning

Technology Negotiations

**Narrative Data *(page one)***

*[Begin typing in gray box below. When allotted space is filled, no more text will be allowed.]*

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**Narrative Data *(page two)***

*[Continue typing in gray box below. When allotted space is filled, no more text will be allowed.]*

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**Narrative Data *(page three)***

*[Continue typing in gray box below. When allotted space is filled, no more text will be allowed.]*

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**Applicant Job Application Acknowledgments**

**The following statements should be included with job application**

1. I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.
2. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.
3. I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.
4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation and I release you from all liability for any damages that may result from your doing so.
5. If selected as a finalist, it is permissible for the Board of Education to visit my current district.

Signature of Applicant Date

**(This application may be saved, but will not be accepted via e-mail or electronic copy.)**