



Application for Superintendent



APPLICANT INFORMATION

Full Name: _____ Date _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ Email: _____

Present Position/School Corporation _____

Pupils Enrolled _____ Elementary Schools _____

Total Certified Staff _____ Intermediate Schools _____

Total Classified Staff _____ Middle/Jr. High Schools _____

Annual District Budget _____ Senior High Schools _____

Do you hold a valid Indiana Superintendent's License? Yes _____ No _____

May we contact your current employer? Yes _____ No _____

PRESENT CONTRACTUAL RELATIONSHIP

Length of Present Contract _____ Expiration Date _____ Date Available _____

Buy-out Clause _____ Current Salary _____ Board Paid Annuities _____

Life Insurance Face Value _____ Travel Allowance _____

Long Term Disability Yes _____ No _____ Dental Insurance Yes _____ No _____

Vision Insurance Yes _____ No _____ Health Insurance Yes _____ No _____

Other Insurance or benefits _____

PROFESSIONAL EXPERIENCE AND/OR EMPLOYMENT RECORD

(Please list most recent first)

Position

Organization

Dates of Employment

UNDERGRADUATE AND GRADUATE EDUCATIONAL EXPERIENCE

(Please list most recent first)

Institution

Dates Attended

Major/Minor

Degree/Date

PROFESSIONAL LEADERSHIP

*Please list three (3) professional organizations in which you have been most active
(List offices held, awards, etc.)*

Professional Organization

Offices Held

Responsibilities

APPLICATION FOR SUPERINTENDENT QUESTIONS

(On a separate sheet, respond to each of the following questions/remarks in 300 words or less.)

1. Based on your knowledge of the Westview School Corporation, describe how your experiences and professional and personal qualifications match the needs of our school corporation and community.
2. Specifically, what have you done to improve school performance? How were the needs identified and what measures were put in place to improve performance? How was the performance measured and how did you sustain improvement?
3. What is your overall approach to developing and sustaining teacher and administrator performance? How can a school corporation balance the right accountability with development while fostering the proper environment?
4. Describe your practical experience in business management and school finance. Explain your approach to addressing any future financial challenges that might arise.

ADDITIONAL APPLICATION INFORMATION

1. Are you presently being investigated or under a procedure or process to consider your discharge for misconduct by your present employer?

Yes _____ No _____

2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Yes _____ No _____

3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual conduct with another person, mishandling of funds, or other criminal conduct?

Yes _____ No _____

4. Have you ever pleaded guilty or no contest to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude?

Yes _____ No _____

5. Have you ever been convicted of a misdemeanor and/or felony, or ever entered a plea of guilty or a plea of no contest, or has any court deferred further proceedings with entering a finding or guilty, or placed you on probation for a crime?

Yes _____ No _____

6. Are you eligible to work in the United States of America?

Yes _____ No _____

If you answered “yes” to any one of the first five questions, please explain on a separate page. Include the date of the incident, charge, court action taken, the offense in question, and the address of any court involved.

ADDITIONAL CANDIDATE INFORMATION

If you are tentatively offered the Superintendent position, the Westview School Corporation will complete an extended background investigation prior to making the final offer of employment. If you are tentatively offered the position, you will be required to complete the authorization for an Indiana and National Background Check and submit the signed document by a date directed by the Westview School Corporation Board of School Trustees.

NOTICE, AUTHORIZATION AND RELEASE

Westview School Corporation’s Board Policy #1422 states that the School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information, or any other legally protected category, in its programs and activities, including employment opportunities.

I understand that my application will be on file in the Westview School Corporation Office for one (1) year, and all materials accompanying this application become the property of the Westview School Corporation.

I certify that there are no misrepresentations or falsifications of these statements and answers. I am also aware that should investigations disclose such, my application may be disqualified, my name removed from all eligible lists, and my future applications may not be accepted. I am also aware that falsification of this application, or any accompanying data, may result in my dismissal from any position with the Westview School Corporation.

I authorize any person, agency, partnership, or corporation having information concerning my background, educational records, or employment records to release such information. This information is to be used for possible employment with the Westview School Corporation.

Signature _____ Date _____

I also agree that I have a copy of this Authorization and Release, whether it be a photocopy, or otherwise, shall have equal standing and import as if it were the original.

Signature _____ Date _____

PROFESSIONAL QUALIFICATIONS AND SUBMITTAL INFORMATION

Preferred Professional Qualifications and Selection Criteria:

- ❖ Classroom teaching experience;
- ❖ Building level leadership and/or central office administrative experience preferred;
- ❖ Evidence of a strong commitment to academic excellence for all students;
- ❖ Approachable leader with a demonstrated ability to motivate highly qualified personnel at all levels in the school corporation;
- ❖ Effective skills in communication, marketing, and public relations;
- ❖ Advocate for public education and equal opportunities;
- ❖ Strong working knowledge of community relations and willingness to be a visible leader in a conservative rural community;
- ❖ Working knowledge of successful program evaluation, school finance, school law, collective bargaining, recruitment, selection and retention of staff;
- ❖ Visionary leader that demonstrates high expectations and successful administrative and strategic planning ability; and
- ❖ Possess the highest personal standards; good morals, ethics, honesty, and integrity.

Submittal requirements:

All applicants are expected to provide the following:

- Letter of intent
- Completed and signed application
- Copy of valid Indiana Superintendent's License or evidence of qualification
- College University credentials and transcripts
- Response to questions
- Three (3) current letters of reference (two years or less)

Directions for submitting applications and credentials:

Inquiries related to this application should be directed to the University Superintendent Search Team members. Contact:

Dr. Lynn E. Lehman, - lelehman@bsu.edu, phone – 317.385.4122

Please complete all application documents, including all required signatures. Candidates should be advised that to complete the form as a fillable PDF, it must be saved and then opened in Adobe Reader. All supporting documents should be signed and dated. Print all documents and mail the

application forms with all supporting materials to the address below.

Dr. Lynn E. Lehman
Department of Educational Leadership
Teachers College, Room 911
Ball State University
2000 West University Avenue
Muncie, Indiana 47306

The deadline for submitting an application is January 10, 2018. Documents must arrive at the designated location by 12:00 p.m. (EST) on January 10, 2018.