**Eminence Community Schools**

Application for Superintendent of Schools

The following items must be received by **May 12, 2017.**

* Letter of Intent
* Current Resume
* Completed Application Form
* Copy of Valid Superintendent’s License
* College or University Transcript
* Three Current Letters of Recommendation

**Completed applications should be directed to (via US Mail or email):**

Dr. Terry McDaniel

Department of Educational Leadership

Bayh College of Education

Indiana State University

Terre Haute, IN 47809

Phone # 812-237-3862

[tmcdaniel@indstate.edu](mailto:tmcdaniel@indstate.edu)

If you have any questions, please direct them to Dr. Terry McDaniel and not to the school district.

The University placement Team will assist the Board in the screening process.

All applications will be held in strict confidence.

Candidate Attributes

* **Visionary leader with high expectations and successful administrative experience**
* **Willing and able to be a visible community leader**
* **Willing to follow the vision by the board and continue to advance the vision for the good of the district.**
* **Strong working knowledge of community relations, program evaluation, finance, school law, collective bargaining, personnel recruitment, selection, and retention**
* **Desire to build upon a record of continuous academic improvement and success**
* **Sensitivity to the total needs of all socio-economic and cultural backgrounds pertaining to students, parents, educators, and support staff**
* **Individuals who possess, model, and expect fairness, honesty, and integrity**

**Non-Discrimination Policy**

***It is the policy of the Eminence Community Schools not to discriminate on the basis of race, color, religion, sex, marital status, national origin, limited English proficiency, age, handicap, or disability in its educational programs, activities, or employment policies as required by the Indiana Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act and any other applicable Federal or State nondiscrimination la***

**Personal Information**

Name Last First Middle Maiden

Home Address Street City State Zip

Phone Daytime Cell

Present Position

Name of School District

Total Enrollment Number of Elementary Schools

Number of Administrators Number of Intermediate Schools

Number of Certified Staff Number of Middle/ Junior High Schools

Number of Classified Staff Number of High Schools

Do you hold a valid Indiana Superintendent’s license? Yes No

***Attach a copy of your license or a letter stating you are eligible for the license from the Indiana Department of Education.***

**Present Contractual Relationship**

Length of Present Contract Expiration Date

Present Salary Date Available

Do you have a buy-out clause in your current contract? Yes No

Should this application be treated as confidential with

regard to your present employer? Yes No

**Attach Resume**

Your resume should include: Undergraduate and Graduate Work, Additional Educational Preparation, Certificates held, Community Activities, Previous Professional Experience, and Three Professional References

**Application Questions**

1. Why have you decided to apply for the superintendent position at Eminence Community Schools and what makes you the most qualified applicant for the position?

2 As you know, Eminence Community Schools is a small rural district with strong community support. What can you bring to the district to guarantee its success?

3. As superintendent, how would you market the school corporation? Please provide specific examples of what you have accomplished in this area.

4. Describe three of your most successful initiatives and/or accomplishments.

**Application Questions**

\_\_\_\_\_\_\_\_Yes No 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present or any past employers?

\_\_\_\_\_\_\_\_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 under

circumstances involving your employer’s investigation for sexual misconduct

with another person, mishandling of funds, or criminal conduct??

Yes No 4. Have you ever been charged with 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 charged with, or investigated for, physical or sexual

abuse of another person?

Yes No 6. 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 without entering a finding of guilty, or placed you on

probation for a crime?

Yes No 7. Are you eligible to work in the United States of America?

**I have answered the above questions accurately and any “yes” answers for Questions 1 through 6 or a “no” answer for Question 7 are explained on a separate attachment including the date of the incident, charge, offense in question, court action taken, and the address of the court involved.**

Applicant’s Signature Date

**Authorization and Release**

I authorize the (Name of School District) or its agent to research and verify the information I have provided on my application for employment including my personal background, character, professional standing, work history, and qualifications. The school district or its agent will utilizes sources of information it deems appropriate including, but not limited to, criminal conviction records, current and former employees, Department of Motor Vehicle records, military records, credit reporting services, educational records, professional and personal references, and workman compensation records including any and all injuries in compliance with the American with Disabilities Act. I agree, authorize, and consent to release and disclosure of any and all information, including, but not limited to, the above to the school district or its agent. I expressly waive in connection with any request for, or provision of such information, with any claims or causes of action, including without limitation, defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school district, its officials, employees, trustees, or agents, any individual corporate, and/or agency provider of such information. I have read this authorization and release all claims, and I expressly agree to the terms set out herein. I understand that any false or misleading information on this application shall be fully sufficient grounds to be refused employment and/or have a contract terminated.

Applicant’s Signature Date