



SHELBY EASTERN SCHOOLS

Shape, Empower, and Support the Minds of Tomorrow

Application for Superintendent

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

Address:

<i>Street Address</i>	<i>Apartment/Unit #</i>	

<i>City</i>	<i>State</i>	<i>Zip</i>

Phone: _____ Email: _____

Present Position/School Corporation: _____

Years in This Position _____ Years in 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 Contract 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 _____

Professional Experience and Employment Record

(Please list the most recent first)

Position

Organization

Dates of Employment

Graduate and Undergraduate Information

(Please list the 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 Questions

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

Attach your responses to the application

1. Why do you want to be superintendent of **Shelby Eastern Schools**? What special strengths do you bring to our district? What unique skills and experiences define you as a superintendent?
2. Describe your experience in budget and finance. How will you work to oversee the budget and provide sound finances for the future?
3. **Shelby Eastern Schools** has great pride in community involvement. It is vital that the superintendent be involved in community activities, both district-wide and county-wide. Describe how you will be involved, communicate, and be a leader in both district and county activities and organizations.
4. What is your vision and strategy for building community partnerships for the district? Include how you will focus on improved academic performance for our students.
5. How will you maintain the integrity of **Shelby Eastern Schools** while retaining current students and attract new students and families to the district?

Additional Application Information

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

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 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 have been convicted of any crime involving sexual abuse of any person or any 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 of 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____

Notice, Authorization, and Release

If you are tentatively offered the Superintendent position, **Shelby Eastern Schools** will complete an extensive 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 Board of School Trustees of **Shelby Eastern Schools**.

Shelby Eastern Schools does not discriminate on the basis of the protected classes of race, color, national origin, sex, disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation's environment.

I understand that my application will be on file with **Shelby Eastern Schools** for at least three (3) years and that materials accompanying this application become the property of **Shelby Eastern Schools**. I certify that I have made no misrepresentations or falsifications of these statements, answers, or included documents. I am also aware that should investigations disclose such, my application will be disqualified, my name removed from all eligible lists, and my future applications will not be accepted. I am also aware that falsification of this application or any accompanying data, may result in dismissal from any position at **Shelby Eastern Schools**. I authorize any person, agency, partnership, or corporation having any information concerning my background, educational records, or employment records to release such information. This information is to be used for possible employment with **Shelby Eastern Schools**. Furthermore, I agree that I have freely signed this document and have a copy of this Authorization and Release, whether it be a photocopy or otherwise and it shall have equal standing and import as if were the original.

Signature _____

Date _____

Professional Qualifications and Selection Criteria

- Central office leadership or building-level leadership preferred.
- A minimum of three years of successful public school teaching preferred.
- Effective skills in communication, multitasking, collaboration, and marketing.
- Strong working knowledge of community relations and willingness to be a visible community leader.
- Approachable leader with demonstrated ability to motivate all members of the faculty and staff and embrace a culture of excellence and continued improvement.
- Values relationships as a foundation of the district, both internal and external.
- Possess the highest personal standards, good morals, ethics, honesty, commitment, and integrity.

Submittal Information and Requirements

All applicants are expected to provide the following:

Letter of Intent
 Resume
 Completed and signed application
 Response to all application questions
 Copy of valid Indiana Superintendent license or evidence of qualification
 College/University credentials and transcripts
 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 Search Team members.
 Contact: Dr. Terry McDaniel at tmcdaniel@indstate.edu or 812-821-7252

Please complete all application documents including the required signatures. Only complete applications (including all required applications documents) will be considered.

All materials should be emailed to: Dr. Terry McDaniel at Tmcdaniel@indstate.edu.

Applications must be received prior to the application deadline of Saturday, September 12th.