

NOTICE OF VACANCY IN THE POSITION OF SUPERINTENDENT OF EDUCATION

Job Title : Superintendent of Elba City Schools

Job Description : The Superintendent serves as the chief executive officer of the Elba City Board of Education. The Superintendent's duties include those prescribed for superintendents under the Alabama Code (§16-12-1, *et seq.*) and corresponding requirements and regulations established by the Alabama State Board of Education and the Elba City Board of Education. The Superintendent is responsible for implementation of Board policies and its approved goals and objectives. The Superintendent oversees and directs the effective operation of the District, including the general administration of all instructional, business, and other functions. The Superintendent advises and makes recommendations to the Board of Education respecting such activities, including policies and procedures deemed appropriate to the attainment of District goals and legal compliance.

**Required
Qualifications** :

- General fitness and character appropriate to the position;
- Degree from a recognized four-year college or university;
- Certification or eligibility for certification in administration and recognized ability as a school administrator;
- A minimum of five years successful experience in and general knowledge of public school administration;
- Such other minimum qualifications as may be established by statute or the State Board of Education;
- The applicant must be able to begin employment no later than November 1, 2017.

Desired Traits : The Elba City Board of Education is seeking a leader with strong interpersonal and leadership skills to manage the system effectively and efficiently. A doctorate is preferred, but not required. Experience as a superintendent is likewise preferred, but not required. Desired traits include:

- Strong organizational skills;
- Strong financial management skills and experience;
- Demonstrated ability to work with people who have varying backgrounds and interests;

- Ability to delegate effectively;
- Good character, high moral standing, and personal integrity;
- Ability to manage a newly formed school system in a diverse, rapidly growing, achievement-oriented community;
- Ability to communicate effectively with stakeholders and the media;
- Commitment to long range planning;
- Analytical and problem solving expertise and skill at making data driven decisions;
- Ability to evaluate personnel and programs effectively.

Salary Range : The salary range for the position is approximately \$105,000.00 - \$115,000.00, plus benefits, but is negotiable based on the successful candidate's experience and proven track record of success.

Application Information : To be considered for this position, submit your completed application,¹ a cover letter, a minimum of three professional references,² and a degree transcript³ to:

Elba Superintendent Search
c/o The Shirley Law Firm
431 North Court Street
P.O. Box 408
Elba, AL 36323

If by e-mail, to: merrill@shirleylawoffice.com

¹ Applications must be submitted using an approved application form. The form is available upon request from The Shirley Law Firm, 431 North Court Street Elba, AL 36323 at (334)-897-5775 or merrill@shirleylawoffice.com

² See approved application form.

³ The transcript must be verified by and sent directly by regular mail or e-mail (merrill@shirleylawoffice.com) from the institution that granted the applicant's highest degree.

For additional information, please contact Merrill Shirley at (334) 897-5775, or merrill@shirleylawoffice.com.

DEADLINE FOR APPLYING: ALL APPLICATIONS FOR THE POSITION MUST BE POSTMARKED BY REGULAR MAIL OR RECEIVED BY ELECTRONIC MAIL NO LATER THAN MIDNIGHT, September 11, 2017.⁴

The Elba City Board of Education reserves the right to waive nonmaterial defects or discrepancies in applications and to verify, clarify, or obtain supplementation regarding information supplied by applicants, as well as relevant background information

⁴ Applicants are *strongly* urged to personally verify timely submission of their application materials.