



Geneva City Board of Education
511 Panther Drive
Geneva, AL 36340
(334) 684-1090

**NOTICE OF VACANCY IN THE
POSITION OF SUPERINTENDENT OF EDUCATION**

The Geneva City Board of Education is seeking a visionary leader who will advocate for all students and raise the system's already strong student achievement to the next level. The successful candidate must be committed to upholding the standards of excellence which characterize Geneva City Schools.

Qualifications:

The Superintendent serves as the chief executive officer of the Board of Education and has charge of the administration of the schools under the policy making authority of the Board. The Superintendent of the Geneva City Board of Education shall possess the following qualifications:

- A. Hold a degree from a recognized four-year college or university
- B. Hold an Alabama certificate in administration and supervision
- C. Have three (3) years of successful educational experience as a teacher, principal, supervisor or superintendent during the five (5) years immediately preceding his/her selection
- D. Have a minimum of five (5) years of successful experience in and general knowledge of public school administration, preferably in a broad range of education experience
- E. Demonstrate knowledge of school finance
- F. Demonstrate knowledge of educational research and methods of research
- G. Possess the general fitness and character appropriate to the position
- H. Possess such other minimum qualifications as may be established by statute or the State Board of Education
- I. Any other qualifications that the Board deems necessary and proper

Any candidate selected must satisfactorily complete the Alabama State Department of Education's training on school finance, education law and curriculum/instruction and/or other required professional development.

Other desired traits include:

- Ability to inspire, challenge and effectively manage personnel and ensure accountability
- Strong decision making, problem solving and conflict resolution skills
- Excellent written and verbal communication skills
- Strong financial intelligence and a long-term vision for fiscal stewardship
- A record of job accomplishments exceeding expectations
- A leader that demonstrates high ethical standards and leads with integrity

- Ability to make difficult decisions without being divisive
- Builds a culture of openness, trust and respect with students, staff, board and community members; values transparency
- Ability to generate stakeholder trust and buy-in for the system's vision and direction
- Ability to prioritize the needs and responsibilities for self and others
- Committed to providing students and staff the resources necessary to reach their full potential
- Approachable, personable and listens to all parties with an open mind
- Effectively delegates responsibility to others
- Develops, cultivates and maintains positive relationships with the business community, higher education institutions and state and local agencies
- Promotes, develops and monitors sustainable long-range plans for the system; makes informed decisions
- Analytical and problem solving expertise and skilled at making data-driven decisions
- Highly visible and actively participates in school and community activities
- Skilled in instructional leadership and executive management
- Demonstrates ability in group dynamics and in working with people who have varying backgrounds and interest
- Ability to view all aspects of issues and deal fairly when views differ from his/her own

Salary: The salary for the position is \$95,000 to \$115,000 and is negotiable based on experience and demonstrated success.

All applicants must provide the following:

- A completed application and any attachments requested therein
- Current resume
- A one page statement explaining your view of the elements of a successful school system
- A statement detailing your leadership and management philosophies
- A statement of personal interest in becoming Superintendent of Geneva City Schools
- Three signed letters of recommendation
- Copy of Transcript
- Copy of Social Security Card
- Copy of Driver's License

Official application is available at the Geneva City Board of Education, on line at genevacityschools.com, or may be requested via telephone or by written communication. All application packets must be submitted to the **Law Office of Lee Knowles, ATTN: Superintendent Search, on or before August 24, 2018**. No applications and/or materials received after August 24, 2018 will be considered. No electronic application materials will be accepted. Application packets may contain an unofficial transcript, with official transcript to be provided upon request. College placement files do not constitute an official transcript. Certification material in the State of Alabama may be obtained from the Director of Teacher Education and Certification at (334) 353-8567.

Selection Process:

The Geneva City School Board will direct a review of the credentials and background of applicants. Following the initial screening, the Geneva City School Board will review applications and determine top candidates. The board will interview all of the top candidates. State law may require that all material be made available for public inspection and that interview be conducted in public. The selection of the finalist for interview will be made and scheduled by the board.

The timeline relating to this process is as follows:

Closing Date:	August 24, 2018
Prescreening:	August 27-August 31, 2018
Screening:	September 5, 2018
Interviews:	September 17-September 21, 2018
Announce Selection:	October 15, 2018

All packets should be mailed to:

Law Office of Lee Knowles
ATTN: Superintendent Search
609 S Commerce Street
P.O. Box 369
Geneva, AL 36340

GENEVA CITY BOARD OF EDUCATION
APPLICATION FOR SUPERINTENDENT

Applicant Information			
Last Name	First	M.I.	Date
Street Address			
City	State	ZIP	
Phone	E-mail Address		
Present Employer Information			
Present Employer _____			
Address _____			
Phone _____	Title of Position _____		
Years in this position: _____	Are you under contract at present?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your employer know of this application? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Your school system's 2014-2015 annual budget: _____			
Number of schools _____	Number of employees _____	Student Enrollment _____	
How many employees report directly to you? _____			
Current Salary: \$ _____			
Experience/Previous Employer			
Employer		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From _____	To _____	Reason for Leaving	
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From _____	To _____	Reason for Leaving	
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From _____	To _____	Reason for Leaving	
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Education			
High School		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Valid Alabama teaching certificate(s) you hold:			
Additional Information			
If you answer yes to any of the following, please attach an explanation			
a. Do you object to submitting to pre-employment and subsequent physical exams?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
b. Do you have any objection to a request of your credit rating?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
c. Would you object to a Board visit to your community if you are among the finalists?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
d. Have you ever been convicted of violating any federal, state, county or municipal law, regulation, or ordinance? (Disregard minor traffic violations)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Disclaimer and Signature			
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or during my interview may result in my release.			
Signature		Date	

The following information is required. This application will not be considered complete unless all requested information is provided at the time the application is turned in to the Central Office.

1. Current Resume
2. Copy of current Professional Educator Certificate
3. Unofficial Transcript may accompany application, official transcript upon request
4. One page statement explaining your view of the elements of a successful school system
5. Attachments highlighting any honors or activities that you are involved in
6. Statement detailing your leadership and management philosophies
7. Statement of personal interest in becoming Superintendent of Geneva City Schools
8. Three current, signed letters of recommendation

It is the policy of the Geneva City Board of Education that no person shall be denied employment, excluded from participation in, be denied the benefits of, or subject to discrimination in any program or activity, on the basis of race, color, disability, religion, national origin/ethnic group or age.

Received in Office _____