

NOTICE OF VACANCY IN THE POSITION OF SUPERINTENDENT OF EDUCATION

Job Title: Superintendent of Sumter County Schools

Job Description: The Superintendent serves as the chief executive officer of the Sumter County Board of Education. The Superintendent's duties include those prescribed for superintendents under the Alabama Code (§16-9-1, et seq.) and corresponding requirements and regulations established by the Alabama State Board of Education and the Sumter County 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. The Superintendent provides effective leadership for the District and maintains clear and consistent lines of communication with the Board, central office and school leadership teams, all District employees, parents, students, media and other stakeholders.

**Required
Qualifications:**

- General fitness and character appropriate to the position;
- An Ed.S. from a accredited four-year college or university;
- Certification or eligibility for certification in administration and recognized ability as a school administrator;
- A minimum of five years of successful experience as a principal, supervisor, or superintendent is required;
- Such other minimum qualifications as may be established by statute or the State Board of Education;
- The applicant is expected to begin employment on or about July 15, 2018.

Desired Traits: The Sumter County 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. Desired traits include:

- Strong organizational and leadership 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 communicate effectively with the Board, elected officials, District personnel, parents, students, media and other stakeholders;
- Commitment to long range planning;
- Analytical and problem solving expertise and skill at making data-driven decisions;
- Ability to evaluate personnel and programs effectively;
- Ability to recruit and retain high quality staff and encourage professional growth and development;
- Knowledge of research based curriculum and instructional methods for the K-12 system.

Salary Range: The salary is negotiable based on the successful candidate's experience and proven track record of success.

Application Information: The applicant is requested to print, sign and submit an application on the approved form (available at www.sumter.k12.al.us) with a cover letter, resume, and at least three professional references:

by e-mail to:
dgamble@hillhillcarter.com

or by mail to:
 E. Dianne Gamble, Esq.
 Hill, Hill, Carter, Franco, Cole & Black, P.C.
 Post Office Box 380425
 Birmingham, Alabama 35238

In addition a verified transcript from the institution that granted the applicant's highest degree must be requested by the applicant and sent directly by regular mail or by e-mail to: dgamble@hillhillcarter.com

For additional information, please contact Dianne Gamble at (205) 271-1780, or dgamble@hillhillcarter.com.

DEADLINE FOR APPLYING: ALL APPLICATIONS FOR THE POSITION MUST BE RECEIVED IN THE OFFICE OF HILL, HILL, CARTER BY THE CLOSE OF BUSINESS 5 P.M. CENTRAL STANDARD TIME ON JULY 5, 2018 APPLICANTS ARE *STRONGLY URGED* TO PERSONALLY VERIFY TIMELY SUBMISSION OF THEIR APPLICATION MATERIALS.

Posting of Notice: This notice is made, published and posted all in accordance with Title 16-12-1, Code of Alabama, 1975; Title 16-22-15, Code of Alabama, 1975. This notice shall be posted at www.sumter.k12.al.us and in a conspicuous place by the Principal of each of the schools and at the Central Office of the Board of Education located at 716 Country Club Road, Livingston, Alabama 35470 at least thirty (30) calendar days before the position is to be filled. The Sumter County Board of Education is an equal opportunity employer.

Background Check Required:

A background investigation is required for consideration for this position. These investigations may include, but are not limited to, an analysis of public and private documents, contact with former employers, verification of employment, education and credentialing, information from background check providers, contact with professional references, and other pertinent information. Your signature on the application is authorization for Sumter County Board of Education, its legal counsel, and its agent, to conduct a background investigation as described above including a credit history report. Your signature on the application is your acknowledgment that information revealed from the background investigation may be used for determining eligibility and qualification for pre-employment consideration and for continued employment if hired.

The Sumter County Board of Education reserves the right to waive nonmaterial defects or discrepancies in applications; to verify, clarify, or obtain additional information regarding applicants, including relevant background information; and to consider qualified candidates who have not participated in the formal application process described above.

**APPLICATION FOR SUPERINTENDENT OF SCHOOLS
SUMTER COUNTY BOARD OF EDUCATION**

**Remit to: E. Dianne Gamble, Board Attorney
Hill, Hill, Carter, Franco, Cole & Black, P.C.
Post Office Box 380425
Birmingham, Alabama 35238**

DISCRIMINATION POLICY

It is the policy of the Sumter County Board of Education that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, age, or disability be excluded from participation in, be denied benefits or, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, therefore under any educational program or activity operated by the Sumter County Board of Education.

Name (Last)	(First)	(Middle)
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Home Street Address _____

City	State	Zip
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Home Phone	Alternate Phone
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Present Position	Business Phone
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Name of School District	City and State
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Total Pupil Enrollment _____	Number of Elementary Schools _____
Number of Certified Staff _____	Number of Middle Schools _____
	Number of High Schools _____

Do you hold a valid Alabama Superintendent's License? ___ Yes ___ No
Expiration Date _____

Are you eligible to obtain an Alabama Superintendent's License? ___ Yes ___ No

What other valid certificates do you hold?

PRESENT CONTRACTUAL RELATIONSHIP

Length of Present Contract _____ Expiration Date _____

Present Salary _____ Date Available _____

Other Insurance and/or Benefits Provided by the Board _____

Should this application be treated as confidential with regard to your present employer? ___ Yes ___ No

OTHER: If any additional information concerning change of name, use of assumed name or nickname is necessary to enable a check of your work or educational record, please explain. (Attach additional pages if needed)

HONORS AND DISTINCTIONS

List of honors, awards, commendations, elective or appointed offices held, or other distinctions received. (Attach additional pages if needed)

Date	Honors, Awards, Etc.
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Date	Honors, Awards, Etc.
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Date	Honors, Awards, Etc.
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Date	Honors, Awards, Etc.
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COMMUNITY ACTIVITIES

List activities and whether currently involved/serving. (Attach additional pages if needed)

Date	Activity
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Date	Activity
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Date	Activity
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Date	Activity
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Date	Activity
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RELEASE, AUTHORIZATION AND ACKNOWLEDGMENT

In order to be considered for employment, you must fully complete the following questionnaire and sign below.

- 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer, and have you offered a resignation to your previous employer? If yes, explain the circumstances on a separate sheet and attach it to this application.
_____ Yes _____ No

- 2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? If yes, explain the circumstances on a separate sheet and attach it to this application.
_____ 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 contact with another person, or mishandling funds, or of a criminal conduct resulting in a conviction or criminal penalty? If yes, explain the circumstances on a separate sheet and attach it to this application.
_____ Yes _____ No

- 4. Have you ever pleaded guilty or "no contest" to, or been convicted of any crime of moral turpitude? (Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties which a person owes another member of society in general and which is contrary to the accepted rule of right and duty between persons, including but not limited to: theft, attempted theft, murder, rape, swindling, and indecency with a minor.) _____ Yes _____ No

- 5. Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of "no contest," or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation for any crime other than a minor traffic offense? _____ Yes _____ No

- *If you have answered yes to any of the previous two (2) questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved on a separate sheet and attach to the application.*

- 6. If selected for an interview, will you consent to the Sumter County Board of Education obtaining a credit history report on you? _____ Yes _____ No

My name below constitutes authorization to check by credit history, employment history, including without limitation, evaluation, criminal arrest and conviction record check, reference checks, and release of investigatory information possessed by any private or public employer or any state, local or federal agency. I further authorize those persons, agencies or entities that the Sumter County Board of Education contacts, in connection with my employment application, to fully provide any information on the matters set forth above.

I expressly waive, in connection with any request for a provision for such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the Sumter County Board of Education, its agents and officials, or against any provider of such information.

I have read this authorization and release of claims, and I expressly agree to the terms set out herein. I further understand that any false or misleading information on this application shall be fully sufficient grounds to refuse employment and/or termination of contract.

Name of Applicant Date

PROFESSIONAL PREPARATION

Undergraduate Institution	Major/Degree(s) Obtained	GPA
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Additional Educational Preparation (Including specialized seminars, workshops, etc.)

Institution	Specialization
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Institution	Specialization
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Institution	Specialization
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Institution	Specialization
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Professional Experience and/or Employment Record (Please list most recent experience first)

Position	Organization	Number of Years in Position
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Position	Organization	Number of Years in Position
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REFERENCES

Please list five (3) persons who know your professional background and qualifications. These should include school board members, university professors, and members of the community.

Name and Position

Address Business Phone Home Phone

Name and Position

Address Business Phone Home Phone

Name and Position

Address Business Phone Home Phone

APPLICATION QUESTIONS (Attach additional pages if needed)

1. Why do you want to be Superintendent of the Sumter County Board of Education? What will be your main function as Superintendent?

2. List the strengths, talents, and skills you possess as a successful superintendent/administrator. Describe how these qualifications match the needs of the Sumter County Board of Education.

3. List some of the most important factors upon which one must focus to maximize student achievement. As a superintendent, what is your role relative to these factors?

4. How does a school system ensure adequate revenue versus expenses during these economic times? How would you describe your fiscal management style? Describe your experience in budget and finance.

5. Describe your direct experiences and outcomes with contract negotiations; in addition, please describe other experiences and the outcomes from your work with the classroom teachers' association.

6. Describe how you have engaged the community to increase educational opportunities for students.

7. Describe how you would use the knowledge, ideas, talent, experience, expertise, and community contacts of your board members in their service to the Board of Education.

8. What knowledge or experience do you have with new and/or different curriculum and delivery structures for elementary, middle or high school levels?
