



Application for Superintendent

Randolph Eastern School Corporation
731 North Plum Street • Union City, Indiana

APPLICANT INFORMATION

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

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ Email: _____

Present Position/School Corporation _____

Pupils Enrolled _____ Elementary Schools _____
Total Certified Staff _____ Intermediate Schools _____
Total Classified Staff _____ Middle/Jr. High Schools _____
Annual District Budget _____ (Jr/)Senior High Schools _____

Do you hold a valid Indiana Superintendent's License? Yes _____ No _____

May we contact your current employer? Yes _____ No _____

PRESENT CONTRACTUAL 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 _____

Other Insurance or benefits _____

PROFESSIONAL EXPERIENCE AND/OR EMPLOYMENT RECORD 

(Please list most recent first)

Position/ Organization/ Dates of Employment

UNDERGRADUATE AND GRADUATE EDUCATIONAL EXPERIENCE 

(Please list most recent first)

Institution/Dates Attended/Major-Minor/Degree-Date

ADDITIONAL EDUCATIONAL PREPARATION/CERTIFICATIONS 

(Including Specialized Seminars, Workshops, Etc.)

Institution/Seminar/Workshop, Skills Developed, Dates Attended

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

HONORS, AWARDS, RECOGNITION 

(List the honors, awards, commendations, elected or appointed office held, any other recognition received)

Type/Description/Dates

APPLICATION FOR SUPERINTENDENT QUESTIONS

(On a separate sheet, respond to each of the following questions/remarks in 250 words or less.)

1. Describe three of your most successful initiatives and/or accomplishments.
2. Specifically, what have you done to improve school performance? How were the needs identified and what measures were put in place to correct performance? How was the performance measured, and how did you sustain improvement?
3. Identify three (3) community agencies, public commissions, task forces, or boards of not-for-profit community organizations with which you have served and had a leadership role. What initiatives or projects did you engage in/lead? Describe how this community leadership role has benefited children, schools, and/or the local community.
4. Describe recent books/research you have read that has influenced your thinking about administrative leadership, instruction, and/or continuous improvement.
5. What is your overall approach to developing and sustaining teacher and administrator performance? How can a school corporation balance the right accountability with development while fostering the right environment?
6. Describe your personal experience in business management, school finance, and Indiana school law.
7. As superintendent, how would you market the school corporation? Please provide specific examples of what you have accomplished in this area.

ADDITIONAL APPLICATION QUESTIONS

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 prior 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 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 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 while 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 _____

If you answered "yes" to any one of the first five questions, please explain on a separate page. Regarding question 4 and/or 5, include the date of the incident, charge, court action taken, the offense in question, and the address of any court involved.

ADDITIONAL CANDIDATE INFORMATION

If you are tentatively offered the Superintendent position, the Randolph Eastern School Corporation will complete an extended 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 the Randolph Eastern School Corporation Board of Trustees.

NOTICE, AUTHORIZATION AND RELEASE 

Randolph Eastern School Corporation's Board Policy 3122 NONDISCRIMINATION AND EQUAL EMPLOYMENT states: The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I authorize the Randolph Eastern School Corporation (RESC) to check my employment and criminal history, including without limitation, reference checks, and to seek the release of investigatory information, including my criminal history, possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employers or local, state, or federal agencies to release to the RESC any information they may possess concerning my employment or criminal history. This authorization for the release of the information includes both records regardless of how stored or maintained and information by interview. I will cooperate to the extent necessary to obtain the release of this information.

I expressly waive and fully release the RESC, its agents, employees, attorneys, and/or Board of School Trustees from any and all claims or causes of action arising in connection with any request for, or provision of such information, including without limitation, defamation, infliction of emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the RESC, its agents, employees, attorneys, and/or Board of School Trustees, or against any individual, corporate, and/or agency provider of such information. I have read this Authorization of Release, and I expressly agree to the terms set out herein.

Signature _____ Date _____

I understand and agree that any false or misleading information on this application shall be sufficient grounds to refuse employment, and/or to cause termination of contract.

Signature _____ Date _____

PROFESSIONAL QUALIFICATIONS AND SUBMITTAL INFORMATION

Professional Qualifications and Selection Criteria:

- Central office experience preferred/superintendent experience preferred;
- Building level experience required;
- Effective skills in communication, collaboration, marketing, and plan implementation;
- Strong working knowledge of community relations and willingness to be a visible leader in a rural, yet diverse community;
- Approachable leader with demonstrated ability to motivate all personnel;
- Working knowledge of successful program evaluation, school finance, school law, collective bargaining, and selection and retention of staff;
- Possess the highest personal standards, good morals, ethics, honesty, commitment and integrity.

Submittal requirements:

All applicants are expected to provide the following:

- Letter of intent
- Completed and signed application
- Current Resume
- Copy of valid Indiana Superintendent's License or evidence of qualification
- College University credentials and transcripts
- Response to questions
- 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 Superintendent Search Team members.

Contact:

Dr. Jim Freeland
freeland@purdue.edu
(812) 363-3904

or

Dr. John Hill
jehill@purdue.edu
(574)780-6910

Please complete all application documents, including all required signatures. Candidates should be advised that to complete the form as a fillable PDF, it must be saved and then opened in Adobe Reader. All supporting documents should be signed and dated. Print all documents and mail the application forms with all supporting materials to the address below.

Dr. Jim Freeland
Department of Education Studies
Beering Hall of Liberal Arts & Education, Rm 5136
Purdue University
West Lafayette, IN 47907

The deadline for submitting an application is **October 22, 2018**. Documents must arrive at the designated location by 12:00 p.m. (EST) on **October 22, 2018**.

Starting Date: Negotiable: Preferably before February 1, 2019.