

## Anson County Schools Superintendent Application

Dear Applicant:

How very pleased the Board of Education is to learn of your interest in applying for the position of Superintendent of Schools in Anson County! Please use the enclosed application to apply for this position.

The board takes this process seriously and is striving diligently to ensure fidelity for all applicants, our community, the school district and the Board of Education. Toward that end, we are respectfully requesting that you adhere to the following procedures:

- Complete the enclosed application and submit it no later than the due date of May 8, 2020;
- The application may be found on both the Anson County Board of Education, [www. ansoncountyschools.org](http://www.ansoncountyschools.org) and The Masonboro Group [www.masonborogroup.com](http://www.masonborogroup.com) web sites
- The application may be submitted **by mail only** with seven original copies signed;
- An email copy may also be submitted, but with a signed original and seven copies mailed by the due date;
- Copies of college transcripts and licensing certifications will need to be included with your application; and,
- Applications should be submitted to: The Masonboro Group, P. O. Box 7597 Wilmington, NC 28406.

Completed applications will be reviewed by the Anson County Board of Education. Upon selection of invitees for interviews, you will be contacted by Edwin L. West, Jr. Search Coordinator.

It is anticipated a final decision will be made by May 20, 2020.

Know that your application will be treated confidentially with only those persons you include as your references, the board attorney, board members and the Search Coordinator, and Masonboro Group Consultants having access to your application. Be advised that applicants **should not** contact Board members. Additionally, any false information knowingly given are grounds for your application being voided.

I look forward to receiving your completed application.

As noted on the application, we will also need to conduct criminal background, social media and credit background checks on those selected as finalists. Included in the application is an authorization and release allowing us to gather that information. Your application cannot be processed without your signature on this authorization and release.

Sincerely,

Edwin L. West, Jr.  
Superintendent Search Coordinator  
The Masonboro Group

## Search Timeline and Procedures

| <u>Task</u>  | <u>To Be Accomplished By</u> |
|--|------------------------------|
| ▪ Community meetings to receive criteria input                                 | March 17, 2020               |
| ▪ Meetings with Faculties  | March 17, 2020               |
| ▪ Survey Monkey Feedback   | March 17, 2020               |
| ▪ Criteria adopted by Board of Education                                       | March 23, 2020               |
| ▪ Advertising of Position  | March 25-May 8, 2020         |
| ▪ Receive & Process Candidate Files  | March 25—May 8, 2020         |
| ▪ Acknowledge & Verify Completeness of Applicant Files                         | March 25-May 8, 2020         |
| ▪ Begin Evaluation of Credentials & Check References                           | March 25-May 8, 2020         |
| ▪ Application Deadline   | May 8, 2020                  |
| ▪ Screen Candidates According to Adopted Criteria & Recommend Semi-Finalists   | March 25-May 8, 2020         |
| ▪ Notify Unsuccessful Candidates & Check Availability of Semi-Finalists        | May 9, 2020                  |
| ▪ Assist Board of Education in Preparation for Candidate Visits and Interviews | May, 2020, BOE Meeting       |
| ▪ Candidate Interviews To Be Completed By                                      | May 18-19, 2020              |
| ▪ Offer Contract   | May 20, 2020                 |
| ▪ Announce Appointment   | May 22, 2020                 |
| ▪ Superintendent Assumes Position  | June 1, 2020 Preferred       |
|  | No Later Than July 1, 2020   |

## Application for Superintendent of Schools

### **Personal Information:**

**Name:** Title \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Home/Cell Phone: \_\_\_\_\_

May we contact you on your work telephone?  Yes  No

Email address: \_\_\_\_\_

May we use this email address to contact you?  Yes  No

### **Qualifications:**

#### Preferred Criteria

- ❖ A Doctorate or EDS and Valid Superintendent Certification;
- ❖ Documented history of successful experience achieved through a combination of professional expertise gained through service in roles of increasing responsibility over time including classroom teacher, principal and central office experience.
- ❖ Documented evidences of outstanding experience as a superintendent, assistant superintendent, central office or school administrator in a United States school district.
- ❖ Demonstrated ability to effectively communicate a widely shared vision, target a mission of learning and foster a positive climate of mutual trust and respect among faculty, staff and administrators.
- ❖ Documented evidence of a proven track record of improving the academic performance of **ALL** students;
- ❖ Demonstrated evidence of the understanding of the interactive relationship of budget, facilities, transportation, technology, personnel selection, nutrition, employee and community relations on instruction and student performance.
- ❖ Demonstrated ability to develop collaborative partnerships with the Board of County Commissioners, other governmental entities and the greater community to support the learning priorities of the school system.
- ❖ Demonstrated evidence essential for addressing Board Established Preferred Criteria for the position based upon staff and community input sessions.

#### **Preferred Search Criteria Based on Faculty, Staff and Community Collaboration Initiatives**

- Demonstrated success in securing external funding to meet critical school district needs;
- Track record of involvement in engaging, building and sustaining community support for schools;
- Exemplary leadership, management and financial skills;
- Demonstrated results in holding faculty, staff, students and parents accountable for successful performance measures such as student performance, school climate, family support and involvement kindergarten through high school; and
- Artifacts that demonstrate successful results in all facets of leading a school district in building partnerships with faculty, staff, students and community that address accountability for all, external funding, financial acumen, building a quality curriculum, technology acquisition and cost effective technical support, facilitating impact teaching and learning, facility maintenance and construction, and operational support.

Salary: Commensurate with experience and qualifications

**Application Deadline: May 8, 2020**

Directions: In each of the sections below, address how your credentials match the preferred criteria of the Anson County Board of Education.

***College and Universities Attended:***

I. Name and Location:

Dates:

Major Area of Study:

Minor Area of Study:

Degree:

II. Name and Location:

Dates:

Major Area of Study:

Minor Area of Study:

Degree:

III. Name and Location:

Dates:

Major Area of Study:

Minor Area of Study:

Degree:

IV. Name and Location:

Dates:

Major Area of Study:

Minor Area of Study:

Degree:

- Forward **official** transcripts, with **appropriate seals**, from each College/University attended to: Edwin L. West, Jr. Search Coordinator, Anson County Superintendent of Schools, The Masonboro Group, P. O. Box 7597, Wilmington, NC 28406.

**Work Experience:**

List **ALL** relevant full work experience beginning with the most recent and continue in reverse chronological order. After each position, Provide a narrative, **not to exceed 300 words**, regarding how that particular position has enabled you to meet the preferred criteria set forth in the *Qualifications Section* of this application.

**I. Current or Most Recent Position Held**

Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_

**Employer Contact Information**

Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Supervisor/Reference Contact Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Employment Details**

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Total Years Experience: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May We Contact This Employer: Yes \_\_\_\_\_ No \_\_\_\_\_

Major Responsibilities and accomplishments at this position, number of people supervised and budget for which you are (were) responsible:

Provide a narrative, **not to exceed 300 words**, regarding how that particular position, has enabled you to meet the preferred criteria set forth in the *Qualifications Section* of this application.

**II. Previous Position Held**

Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_

**Employer Contact Information**

Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Supervisor/Reference Contact Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Employment Details**

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Total Years Experience: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May We Contact This Employer: Yes \_\_\_\_\_ No \_\_\_\_\_

Major Responsibilities and Accomplishments at this position, number of people supervised, and budget for which you are (were) responsible:

Provide a narrative, **not to exceed 300 words**, regarding how that particular position has enabled you to meet the preferred criteria set forth in the *Qualifications Section* of this application.

**III. Previous Position Held**

Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_

**Employer Contact Information**

Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Supervisor/Reference Contact Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email \_\_\_\_\_

**Employment Details**

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Total Years Experience: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May We Contact This Employer: Yes \_\_\_\_\_ No \_\_\_\_\_

Major Responsibilities and Accomplishments at this position, number of people supervised and budget for which you are (were) responsible:

Provide a narrative, **not to exceed 300 words**, regarding how that particular position, has enabled you to meet the preferred criteria set forth in the *Qualifications Section* of this application.



**IV. Previous Position Held**

Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_

**Employer Contact Information**

Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Supervisor/Reference Contact Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Employment Details**

Date From: \_\_\_\_\_ Date To: \_\_\_\_\_

Total Years Experience: \_\_\_\_\_ Annual Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May We Contact This Employer: Yes \_\_\_\_\_ No \_\_\_\_\_

Major Responsibilities and Accomplishments at this position, number of people supervised and budget for which you are (were) responsible:

Provide a narrative, **not to exceed 300 words**, regarding how that particular position, has enabled you to meet the preferred criteria set forth in the *Qualifications Section* of this application.

**Directions:** To give Board of Education members a well-rounded understanding of your achievements, honors, interests and relevant life experiences, please complete the sections below. In addition, you may attach a current resume or curriculum vitae.

I. **Honors and Awards:** List scholarships, articles or books authored, special recognitions, etc.

II. **Community Activities:** List the community organizations with which you are affiliated and are regularly engaged in activities. List the specific role(s), i. e. office held, volunteer, etc. you have played in each organization.

III. **Hobbies and Interests**

IV. **Applicant Statement:** Describe why you want to be superintendent of the Anson County Schools? How does your desire to be superintendent relate to established criteria for the position?

**References:**

Provide at least three professional references. Include only individuals who know of your work professionally and agree to serve as a reference. Current email addresses must be provided. Information provided by these references is confidential, and as the applicant, you waive your right to view their responses.

**Reference I**

Name: \_\_\_\_\_  
School/Organization: \_\_\_\_\_ Current Position: \_\_\_\_\_  
Relationship to the Candidate: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ State; \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Reference II**

Name: \_\_\_\_\_  
School/Organization: \_\_\_\_\_ Current Position: \_\_\_\_\_  
Relationship to the Candidate: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ State; \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Reference III**

Name: \_\_\_\_\_  
School/Organization: \_\_\_\_\_ Current Position: \_\_\_\_\_  
Relationship to the Candidate: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ State; \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please answer ALL questions below as truthfully and as accurately as possible.

1. Have you ever been dismissed, suspended, terminated or bought out from any professional, educational or leadership position? Yes \_\_\_\_ No \_\_\_\_

If you answered yes, please provide the date, name and address of employer and reason(s) for the adverse action.

2. Have you ever resigned or been given an opportunity to resign, withdrawn an employment application, or not been offered reemployment as a result of performance, charges, or a disagreement or misunderstanding with an employer?

Yes \_\_\_\_ No \_\_\_\_

If you answered yes to question 2, state the date(s), names and address of the employer(s) and a reasonably full statement of the bases and circumstances.

3. Are you currently, or have you ever been, the subject of an investigation involving a suspected or alleged violation of law, policy, rules, regulations or breach of Code of Ethics by any state, local or federal agency? Yes \_\_\_\_ No \_\_\_\_

If you answered yes to Question 3, please explain.

4. Do you agree and consent to a background check, including a search of criminal records and credit history?

Yes \_\_\_\_ No \_\_\_\_

If you answered no to Question 4, please explain.

Provide your date of birth (for background check purposes only) \_\_\_\_\_

Provide your social security number (for background check purposes only) \_\_\_\_\_

5. Do you agree and consent for such a background search and investigation to be conducted and agree to hold harmless the school district and The Masonboro Group and all of their officials, representatives, agents and employees from all claims of libel, slander, invasion of privacy, intentional infliction of emotional distress and similar claims arising out of any such background check or investigation.

Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered No to question 5, please explain.

6. Do you currently hold a valid Superintendent's license in North Carolina?  Yes  No  
Enclose a copy of your valid Superintendent's license, if applicable.
7. Do you hold a valid Superintendent's license or certificate in any other state(s)?  Yes  No  
If yes, which state(s)? \_\_\_\_\_  
Enclose a copy of any such license(s).
8. If you do not hold a Superintendent's license, describe your current licensure status.

9. Have you ever been convicted of a felony or a criminal misdemeanor? (North Carolina state law provides that you are not required to disclose any arrest, charge or conviction that has been legally expunged from the public record.)  Yes  No if the answer is yes, provide the date of conviction and all pertinent information, including an explanation of all circumstances, on an attached page.

# **Anson County Schools**

## **Application for Superintendent Employment Application Authorization to Release Information**

I understand the requirements for the position of Superintendent of Schools for Anson County and can perform all essential functions of the job as set forth in the application and as prescribed by law or relevant policies, with or without reasonable accommodation.

I authorize the Anson County Board of Education or its agent The Masonboro Group, to investigate all statements contained in this Application for Employment and Authorization to Release Information and all information contained in any other materials submitted by me for consideration of the position of Superintendent of Schools.

I hereby expressly authorize the Anson County Board of Education and its agents and employees, including the Masonboro Group and its employees, to make any investigation of my personal, financial, or employment history. This release expressly includes, but is not limited to, federal and/or state, criminal, law enforcement, or traffic records. I understand that I am not required to disclose any arrest, charge, or conviction that has been expunged from the public record. I also expressly give permission for the Masonboro Group and its agents and employees to have access to any and all personnel records it may receive in connection with my application. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental agency to give to the Masonboro Group and/or the Anson County Board of Education, its agents, or employees any information they may have regarding me. In consideration of the review of my employment application by the Anson County Board of Education, I hereby release the Anson County Board of Education, its agents, and employees, the Masonboro Group, its agents, and employees, and any and all providers of information to whom this is sent from any liability as a result of furnishing or receiving this information. I hereby authorize my previous employers and any individual to whom this release is sent to provide all information which they may have concerning my past employment and release them and the Anson County Board of Education, its agents, and employees, as well as all previous employers from any potential liability resulting from the release of information. I also certify that I have read this information carefully and that the information I have given is correct and complete. I understand and agree that the falsification of any statement on this application, or in any personal interview, will constitute sufficient grounds for nonemployment or dismissal.

I understand and agree that if offered the position of Superintendent of Schools for Anson County, the terms of that employment will be mutually agreed upon by the Board of Education and me and will be contained in a separate employment contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant for the Position of Superintendent, Anson County Schools, Wadesboro, NC

*The Anson County Board of Education does not discriminate in hiring or any other employment practice on the basis of race, religion, sex, national origin, disability, age, genetic testing and screening information, or veteran status.*

AUTHORIZATION AND RELEASE REGARDING  
PUBLICLY AVAILABLE INFORMATION ON THE INTERNET OR OTHERWISE

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Thank you for submitting an application for the position of Superintendent of the Anson County Schools. As part of the process of evaluating candidates, the Anson County Board Education ("Board") or its agents including the Masonboro Group or its employees, may view and/or access information about applicants that is publicly available, including information that is publicly available on the Internet. The Board will not use information from any such source to discriminate on the basis of race, religion, sex, national origin, disability, age, genetic testing and screening information, or veteran status or any other legally protected status.

You are encouraged to submit with your application any publicly available information of which you are aware. You may also attach an explanation and supporting documents, if any, to be forwarded to the Board.

By your signature below, you acknowledge and agree that the Board may view and/or access publicly available information about you, including information publicly available on the Internet, as part of its review of your attached application and agree that your falsification of any publicly available information, explanation, or supporting documentation will constitute sufficient grounds for nonemployment and/or dismissal.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

