

Clay 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 Clay 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 September 15, 2023;
- The application may be found on both the Clay County Board of Education, www.clayschools.org and The Masonboro Group 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 Clay County Board of Education. Upon selection of invitees for interviews, you will be contacted by Edwin L. West, Jr. Search Coordinator.

A final decision will be made no later than October 25, 2023.

You will be pleased to know that your application will be treated confidentially with only the board attorney, board members and the Search Coordinator having access to your application. Please be advised that applicants **should not** contact Board members. Additionally, any false information knowingly given are grounds for your application being voided.

Our team looks forward to receiving your completed application.

As noted on the application, we will also need to conduct criminal background checks 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	July 11-12, 2023
▪ Survey Monkey Placed on School District Web Site	July 5-15, 2023
▪ Criteria adopted by Board of Education	July 24, 2023
▪ Advertising of Position	July 25-September 15, 2023
▪ Receive & Process Candidate Files	July 25-September 15, 2023
▪ Acknowledge & Verify Completeness of Applicant Files	July 25-September 15, 2023
▪ Begin Evaluation of Credentials & Check References	July 25-September 15, 2023
▪ Application Deadline	September 15, 2023
▪ Screen Candidates According to Adopted Criteria & Recommend Semi-Finalists	September 16-22, 2023
▪ Meet With Board of Education to Select Candidates	October 9, 2023
▪ Notify Unsuccessful Candidates & Check Availability of Semi-Finalists	October 10, 2023
▪ First Round Interviews	October 18, 2023
▪ Finalist Interviews/Candidate Selection	October 25, 2023
▪ Contract Approval	October 30, 2023
▪ Superintendent Assumes Position	TBD

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 history of outstanding experience as a superintendent, assistant superintendent, central office or school administrator in a United States school district.
- ❖ Demonstrated ability to set 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: September 15, 2023

Directions: In each of the sections below, please address how your credentials match the preferred criteria of the Clay 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:

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

Work Experience:

Please list **ALL** relevant full work experience beginning with the most recent and continue in reverse chronological order. After each position, please 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:

Please 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:

Please 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:

Please 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:

Please 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.

References:

Please 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 or 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.

Please provide your date of birth (for background check purposes only) _____

Please 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
Please 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)? _____
Please enclose a copy of any such license(s).

8. If you do not hold a Superintendent's license, please 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, please provide the date of conviction and all pertinent information, including an explanation of all circumstances, on an attached page.

Clay County Schools

Application for Superintendent Employment Application Authorization to Release Information

I understand the requirements for the position of Superintendent of Schools for Clay 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 Clay 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 Clay 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 Clay 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 Clay County Board of Education, I hereby release the Clay 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 Clay 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 Clay 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, Clay County Schools, Hayesville, NC 28904

The Clay 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

Thank you for submitting an application for the position of Superintendent of the Clay County Schools. As part of the process of evaluating candidates, the Clay 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: _____

