

## **Attica Consolidated School Corporation**

### **ANNOUNCEMENT OF VACANCY SUPERINTENDENT**

The Board of School Trustees of Attica Consolidated School Corporation invites applications for the position of Superintendent of Schools. Please find on our corporation website <https://www.attica.k12.in.us> an application for the Superintendent position as well as on the website of Administrator Assistance [www.administratorassistance.com](http://www.administratorassistance.com). These documents may be downloaded. The application form describes what must be completed by potential candidates for the position of superintendent of schools.

Please submit a cover letter as to why the candidate believes they would be a successful leader of the Attica Consolidated School Corporation. A list of references with a minimum of three letters of recommendation and their contact information should also be submitted.

The Board and community seek candidates with strong leadership skills in instructional practice, assessment and curriculum; knowledge and experience in school finance, collective bargaining, legislative and regulatory matters; the ability to develop and maintain positive working relationships with staff; demonstration of ethical behavior and integrity; embracement of diversity and understanding of the important role technology plays in the instructional process.

The search will remain open until the position is filled. For optimal consideration, materials should be submitted no later than May 1, 2024. The candidate's names and materials will remain confidential until reference checks are conducted. The Board would expect the successful candidate to assume the position of Superintendent no later than July 1, 2024.

The application form and instructions can be downloaded by visiting the Attica Consolidated School Corporation website at <https://www.attica.k12.in.us> or Administrator Assistance website at [www.administratorassistance.com](http://www.administratorassistance.com). Any questions about the search may be directed to Steve Wittenauer at 765.563.8210 or [stevewittenauer@gmail.com](mailto:stevewittenauer@gmail.com).



Application for Superintendent

***Applicant Information***

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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		Senior High Schools	

Do you hold a valid Indiana Superintendent's license?	YES	NO
May we contact your employer?	YES	NO

***Present Contractual Relationship***

Length of Present Contract: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Date Available: \_\_\_\_\_ Buy-out Clause: \_\_\_\_\_\*

Current Salary: \_\_\_\_\_ (Optional) Board Paid Annuities: \_\_\_\_\_ Life Insurance Face Value: \_\_\_\_\_

Travel Allowance: \_\_\_\_\_ Other: \_\_\_\_\_

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)

<b><i>Position</i></b>	<b><i>Organization</i></b>	<b><i>Dates of Employment</i></b>

## ***Undergraduate and Graduate Educational Experience***

(please list most recent first)

<b><i>Institution</i></b>	<b><i>Dates Attended</i></b>	<b><i>Major/Minor</i></b>	<b><i>Degree/Date</i></b>

## ***Professional Leadership***

<b><i>Professional Organization</i></b>	<b><i>Offices Held</i></b>	<b><i>Responsibilities</i></b>

## *Application for Superintendent Questions*

As part of the application process, please answer the following questions.

1. What interests you about the Attica Community School Corporation superintendent position?
2. Explain your philosophy of leadership.
3. What are your areas of strength and/or what areas do you see as further development for you as a school district leader?
4. How do you build strong professional relationships?
5. How do you motivate people?
6. What is your background in school finance and referendums?
7. What experiences or skills do you possess in marketing a school district?
8. What is your philosophy on education?

## *Additional Application Information*

*Please answer the following questions  
(Please list the most recent first)*

**If you answer YES to any of the first five questions, please explain on a separate page. Include the date of the incident, the charge, the court action taken, the offense in question, and the address of the court involved.**

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 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 have been convicted of any crime involving sexual abuse of any person or any 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 with 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 \_\_\_\_\_

## ***Notice, Authorization, and Release***

I understand that my application will be on file with the **Attica Consolidated School Corporation** for at least three (3) years and that materials accompanying this application become the property of the **Attica Consolidated School Corporation**.

I certify that I have made no misrepresentations or falsifications of these statements, answers, or included documents. I am also aware that should investigations disclose such, my application will be disqualified, my name removed from all eligible lists, and my future applications will not be accepted. I am also aware that falsification of this application or any accompanying data, may result in dismissal from any position at the **Attica Consolidated School Corporation**.

I authorize any person, agency, partnership, or corporation having any information concerning my background, educational records, or employment records to release such information. This information is to be used for possible employment with the **Attica Consolidated School Corporation**.

Furthermore, I agree that I have freely signed this document and have a copy of this Authorization and Release, whether it be a photocopy or otherwise and it shall have equal standing and import as if were the original.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ***Additional Candidate Information***

If you are tentatively offered the Superintendent position, the **Attica Consolidated School Corporation** will complete an extensive 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 **Attica Consolidated School Corporation** Board of School Trustees.

**Attica Consolidated School Corporation** does not discriminate on the basis of the protected classes of race, color, national origin, sex (including sexual orientation, transgender status, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation's environment.

The application form and instructions can be downloaded by visiting the Attica Consolidated School Corporation at [www.attica.k12.in.us](http://www.attica.k12.in.us) or Administrator Assistance website at [www.administratorassistance.com](http://www.administratorassistance.com). Any questions about the search may be directed to Steve Wittenauer at 765.563.8210.

Completed application materials should be mailed or electronically submitted to:

Superintendent Search

Attica Consolidated School Corporation

Steve Wittenauer, Administrator Assistance

P O Box 87 116 W. 7th St.

Brookston, IN 47923

[stevewittenauer@gmail.com](mailto:stevewittenauer@gmail.com)

For an application to be considered complete the application materials must include the application form, cover letter, resume and contact information for references. Applicants will be notified when application materials have been received and when the application materials are considered to be complete.