



**MSD of Decatur Township
Application for Superintendent of Schools**

Application Information

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

Address: _____
Street Address Apartment/Unit #

City State Zip

Phone: _____ Email: _____

Present Position/School Corporation: _____

Years in This Position _____ Years in 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 current employer?

Yes _____

No _____

Non-Discrimination Statement - It is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, limited English proficiency, (marital status SHS only), place of residence within the boundaries of the School Corporation, or social or economic background, to learn through the curriculum, programs, or activities offered in this Corporation.

Present Contract 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 Employment Record

(Please list the most recent first)

Position

Organization

Dates of Employment

Graduate and Undergraduate Experience

(Please list the most recent first)

Institution

Dates Attended

Major/Minor

Degree/Date

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

Application for Superintendent Questions

*On a separate sheet, respond to each of the following questions/remarks in 300 words or less.
Attach your responses to the application*

1. Our schools have a strong, supportive teaching staff. How will you support teachers and encourage teacher retention? Describe this support and how you will be a visible and transparent educational leader.
2. Our schools are focused on providing our students with strong academic achievement and developing good productive citizens. Explain how you will assure this continued progress?
3. Our schools have to support a wide range of students. How do you make sure that a school district has a focus on all students?
4. Please describe your leadership style and how that style supports the development of a strong student centered culture in the district.
5. Based on your knowledge of the MSD of Decatur Township, please describe how your qualifications both professional and personal match the needs of our school corporation and community..

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 _____

Professional Qualifications and Selection Criteria

- Building-level administration experience required
- Central office experience preferred
- Strong working knowledge of community relations and willingness to be a visible leader in the community
- Approachable leader with proven ability to motivate highly qualified personnel
- Working knowledge of curriculum, school finance, school law, collective bargaining, and human relations
- Possess the highest personal standards, good morals, ethics, honesty and integrity
- Other attributes not listed

Notice, Authorization, and Release

I understand that my application will be on file with the **MSD of Decatur Township Schools** for at least three (3) years and that materials accompanying this application become the property of the **MSD of Decatur Township Schools**.

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 **MSD of Decatur Township Schools**.

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 **MSD of Decatur Township Schools**.

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 _____

Submittal Requirements

All applicants are expected to provide the following:

- Letter of Intent
- Resume
- Completed and signed application
- Response to all application questions
- Copy of valid Indiana Superintendent license or evidence of qualification
- College/University credentials and transcripts
- 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 Search Team members.

Contact: Dr. Michele Moore, Indiana University, email: micdmill@indiana.edu cell: 317-430-0766

Please complete all application documents including the required signatures. Only complete applications (including all required applications documents) will be considered. All materials submitted as ONE DOCUMENT should be emailed to:

Dr. Michele Moore, micdmill@indiana.edu

No paper applications will be accepted.

Additional Candidate Information

If you are tentatively offered the Superintendent position, the **MSD of Decatur Township Schools** 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 Background Check and submit the signed document by a date directed by the **MSD of Decatur Township School** Board of School Trustees.