

**APPLICATION FOR SUPERINTENDENT OF SCHOOLS**  
**RANDOLPH CENTRAL SCHOOL CORPORATION**

APPLICATION PERIOD: JUNE 20 – JULY 28, 2017\*

\*APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. (EST) JULY 28, 2017

**Remit to:**

**Michael T. Adamson, Ed.D.**  
**Director of Board Services**  
**Indiana School Boards Association**  
**1 N Capitol Ave., Suite 1215**  
**Indianapolis, IN 46204-2225**  
or  
[madamson@isba-ind.org](mailto:madamson@isba-ind.org)

**NON-DISCRIMINATION POLICY**

It is the policy of the Board of School Trustees that no person shall be excluded from participation in, be denied benefits of, or be discriminated against in employment, recruitment, consideration, or selection, under any educational program or activity operated by the school corporation on the grounds of race, color, national origin, genetic information, creed, religion, sex, marital status, public assistance status, age, disability, or limited English proficiency.

\_\_\_\_\_  
Name (Last) (First) (Middle)

\_\_\_\_\_  
Home Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
E-mail address Home or Cell Phone

\_\_\_\_\_  
Present Position Business Phone

\_\_\_\_\_  
Name of School Corporation

Total Pupil Enrollment \_\_\_\_\_ Number of Elementary Schools \_\_\_\_\_

Number of Certified Staff \_\_\_\_\_ Number of Middle Schools \_\_\_\_\_

Number of Collective Bargaining Groups \_\_\_\_\_ Number of High Schools \_\_\_\_\_

Do you hold a valid Indiana Superintendent's License? \_\_\_\_\_ Yes \_\_\_\_\_ No Expiration Date \_\_\_\_\_

Are you eligible to obtain an Indiana Superintendent's License? \_\_\_\_\_ Yes \_\_\_\_\_ No

**PRESENT CONTRACTUAL RELATIONSHIP**

Length of Present Contract \_\_\_\_\_

Expiration Date \_\_\_\_\_

Present Salary \_\_\_\_\_

Date Available \_\_\_\_\_

Other Insurance and/or Benefits Provided by the Board \_\_\_\_\_

Should this application be treated as confidential with regard to your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

OTHER: If any additional information concerning change of name, use of assumed name or nickname is necessary to enable a check of your work or educational record, please explain (attach additional pages if needed).

**HONORS AND DISTINCTIONS**

List of honors, awards, commendations, elective or appointed offices held, or other distinctions received. (attach additional pages if needed)

\_\_\_\_\_  
Date Honors, Awards, Etc.

\_\_\_\_\_  
Date Honors, Awards, Etc.

\_\_\_\_\_  
Date Honors, Awards, Etc.

\_\_\_\_\_  
Date Honors, Awards, Etc.

**COMMUNITY ACTIVITIES**

List activities and whether currently involved/serving. (attach additional pages if needed)

\_\_\_\_\_  
Date Activity

\_\_\_\_\_  
Date Activity

\_\_\_\_\_  
Date Activity

\_\_\_\_\_  
Date Activity

\_\_\_\_\_  
Date Activity

**RELEASE, AUTHORIZATION AND ACKNOWLEDGEMENT**

In order to be considered for employment, you must fully complete the following questionnaire and sign below.

- 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? If yes, explain the circumstances on a separate sheet and attach it to this application. \_\_\_\_\_Yes \_\_\_No
- 2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? If yes, explain the circumstances on a separate sheet and attach it to this application. \_\_\_\_\_Yes \_\_\_\_\_ No
- 3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of alleged sexual misconduct with another person, mishandling of funds, or of criminal conduct resulting in a conviction or criminal penalty either of which has not been expunged by a court? If yes, explain the circumstances on a separate sheet and attach it to this application. \_\_\_\_\_Yes \_\_\_No
- 4. Have you ever pleaded guilty or "no contest" to, or been convicted of any crime of moral turpitude that has not been expunged by a court? (Moral turpitude is an act of baseness, vileness, or depravity in the private and social duties that a person owes another member of society in general and is contrary to the communally accepted duty between persons, including but not limited to theft, attempted theft, murder, rape, swindling, and indecency with a minor).  
\_\_\_\_\_Yes \_\_\_\_\_No
- 5. Other than a minor traffic offense, have you (a) ever been convicted of a crime, that has not been expunged by a court; or (b) ever entered a plea of guilty or a plea of "no contest," either of which has not been expunged by a court, or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation for any crime?  
\_\_\_\_\_Yes \_\_\_\_\_No

*\*\*If you have answered yes to any of the previous two (2) questions, please explain, in detail, including the date of the charge, the court action, the offense in question, and the address of the court involved on a separate sheet and attach to the application.*

*Conviction of a crime that has not been expunged is not an automatic bar of employment. The Board of School Trustees will consider the nature of the offense, the date of the offense, and the relationship between the offense, and the position for which you are applying. Any false or misleading information in this application (or any omission of information) shall be sufficient grounds to refuse to employ or, having been employed, shall be cause for immediate dismissal.*

My signature below constitutes authorization to check my employment history including, without limitation, evaluations, an extended criminal history check, reference checks, and release of investigatory information possessed by any private or public employer or any state, local or federal agency. I further authorize those persons, agencies or entities contacted by the Randolph Central School Corporation in connection with this employment application, to fully provide any information on the matters set forth above. I further understand that no background checks will be performed and my application will be kept confidential unless I am designated as a finalist for the position of superintendent and have been notified of same by the representative(s) of the Randolph Central School Corporation.

I expressly waive in connection with any request for any of the above-referenced information any claims, including without limitation, defamation, emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the Randolph Central School Corporation, its agents and officials, or against any provider of such information.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**PROFESSIONAL PREPARATION**

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Undergraduate Institution	Major/Degree(s) Obtained	GPA
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**Additional Educational Preparation (Including specialized seminars, workshops, etc.)**

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Institution	Specialization
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Institution	Specialization
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Institution	Specialization
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Institution	Specialization
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**Professional Experience and/or Employment Record (Please list most recent experience first)**

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Position	Organization	Number of Years in Position
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Position	Organization	Number of Years in Position
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Position	Organization	Number of Years in Position
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**REFERENCES**

Please list five (5) persons who know your professional background and qualifications, e.g., school board members, university professors, co-workers, former employers, and members of the community.

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**Name and Position**

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Address

Business Phone

Home Phone

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**Name and Position**

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Address

Business Phone

Home Phone

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**Name and Position**

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Address

Business Phone

Home Phone

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**Name and Position**

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Address

Business Phone

Home Phone

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**Name and Position**

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Address

Business Phone

Home Phone

## EXPECTATIONS

The Board and community seeks a dynamic leader with high standards of personal integrity – willing to make difficult decisions, capable of being an effective delegate, able to recognize problem areas and formulate effective solutions, experienced in involving the community and business in the education process, possessing skills in assuring positive school board, community and personnel relations.

The Randolph Central School Corporation expectations of its superintendent are that he or she will:

- Leadership qualities and management philosophy with respect for board authority, administrative and teaching colleagues, other school staff, parents, and patrons;
- Educational leadership with the ability to articulate a vision of academic excellence;
- Expertise in school finance and successful budget management with commitment to fiscal accountability;
- The ability to balance issues raised in collective bargaining, with resources available to the school corporation;
- Commitment and ability to stay knowledgeable of educational challenges, state school funding policies, and legislative development;
- Experience in classroom teaching and school administration;
- Experience in planning and implementing school building programs;
- Specific strengths in curriculum development and evaluation.
- Evidence of skills in personnel functions including corporation benefits, recruiting, selecting, evaluating and recommending effective faculty and staff.

Also, the candidate must have:

- High ethical and moral standards;
- Evidence of strong commitment to academic excellence for all students;
- Excellent oral and written communication skills;
- Ability to work with a diverse constituency to evaluate and achieve common goals;
- Willingness to participate in community affairs and attend extra-curricular events;
- A commitment to keep Board members informed and make well-reasoned recommendations and be accountable for actions.
- An earned Doctorate or Education Specialist's Degree

## APPLICATION QUESTIONS

Answer each question thoroughly and submit your answers with the application packet.

1. Why do you want to be Superintendent of the Randolph Central School Corporation? What will be your main focus as Superintendent?
2. List the strengths, talents, and skills you possess as a successful superintendent/administrator. Describe how these qualifications match the needs of the Randolph Central School Corporation.
3. List some factors you deem are most important for maximizing student achievement. As a superintendent, what is your role in maximizing these student achievements?
4. How would you describe your fiscal management style? Describe your experiences in budget and finance.
5. Do you have contract negotiation experience? If so, please describe your direct experiences and outcomes; additionally, please describe other experiences and outcomes from your interaction with the classroom teachers' association.
6. Describe how you have engaged the community to increase educational opportunities for students.
7. Describe your perception of the optimal board/superintendent relationship.
8. What knowledge or experience do you have with data-driven instruction and program assessment, curriculum development, and college and/or career readiness initiatives?
9. How would you promote or market Randolph Central School Corporation to our local community and to out-of-district students and their families who might benefit by transferring to RCSC?