



# Application for Superintendent

## APPLICANT INFORMATION

Full Name: \_\_\_\_\_ Date \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State Zip Code*

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 current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

## PRESENT CONTRACTUAL 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/OR EMPLOYMENT RECORD

*(Please list most recent first)*

Position

Organization

Dates of Employment

---

---

---

---

---

---

## UNDERGRADUATE AND GRADUATE EDUCATIONAL EXPERIENCE

*(Please list 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.)*

1. How do your personal and professional qualifications match the needs of Baugo Community Schools?
2. Effective community engagement is becoming a more critical function necessary to achieve district goals. Define effective community engagement and a superintendent's role in attaining it?
3. Describe your educational and management philosophies.
4. What does evidence of a strong commitment to academic excellence for all students mean to you?

## ADDITIONAL APPLICATION INFORMATION

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 prior 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 been convicted of any crime involving sexual abuse of any person or any other 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 while 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 \_\_\_\_\_

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

## **ADDITIONAL CANDIDATE INFORMATION**

If you are tentatively offered the Superintendent position, the Baugo Community Schools will complete an extended 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 Baugo Community Schools Board of School Trustees.

## **NOTICE, AUTHORIZATION AND RELEASE**

Baugo Community Schools’ Board Policy 1422, NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY states: The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation 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 environment.

The Superintendent shall appoint and publicize the name of the Compliance Officer(s) who is/are responsible for coordinating the Corporation’s efforts to comply with applicable Federal and State laws and regulations, including the Corporation’s duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the Corporation's collectively bargained contracts dealing with hiring, promotion, and tenure should contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts.

I understand that my application will be on file in the Baugo Community Schools’ Corporation Office for one (1) year, and all materials accompanying this application become the property of the Baugo Community Schools.

I certify that there are no misrepresentations or falsifications of these statements and answers. I am also aware that should investigations disclose such, my application may be disqualified, my name removed from all eligible lists, and my future applications may not be accepted. I am also aware that falsification of this application, or any accompanying data, may result in my dismissal from any position with the Baugo Community Schools.

I authorize any person, agency, partnership, or corporation having information concerning my background, educational records, or employment records to release such information. This information is to be used for possible employment with the Baugo Community Schools.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PROFESSIONAL QUALIFICATIONS AND SUBMITTAL INFORMATION

### *Professional Qualifications and Selection Criteria:*

- ❖ Central office leadership or building level leadership preferred;
- ❖ Effective skills in communication, collaboration, marketing, and plan implementation;
- ❖ Strong working knowledge of community relations and willingness to be a visible leader in the community;
- ❖ Approachable leader with demonstrated ability to motivate all members of faculty and staff and embrace a culture of excellence and continuous improvement;
- ❖ Working knowledge of successful program evaluation, school finance, school law, collective bargaining, and selection and retention of great people;
- ❖ Possess the highest personal standards, good morals, ethics, honesty, commitment and integrity.

### *Submittal requirements:*

All applicants are expected to provide the following:

- Letter of intent
- Completed and signed application
- Current Resume
- Copy of valid Indiana Superintendent's License or evidence of qualification
- College University credentials and transcripts
- Response to questions
- Three (3) current letters of reference (Written within the last two years or less.)

NOTE: The successful candidate will assume the position of superintendent of Baugo Community Schools on July 1, 2019.

Directions for submitting applications and credentials:

Inquiries related to this application should be directed to the University Superintendent Search Team members. Contact:

Dr. Lynn E. Lehman, - [lelehman@bsu.edu](mailto:lelehman@bsu.edu), phone - 317.385.4122

Please complete all application documents, including all required signatures. Candidates should be advised that to complete the form as a fillable PDF, it must be saved and then opened in Adobe Reader. All supporting documents should be signed and dated. Print all documents and mail the application forms with all supporting materials to the address below.

Dr. Lynn E. Lehman  
Department of Educational Leadership  
Teachers College, Room 911  
Ball State University  
2000 West University Avenue  
Muncie, Indiana 47306

The deadline for submitting an application is December 21, 2018. Documents must arrive at the designated location by 12:00 p.m. (EST) on December 21, 2018.