

ANNOUNCEMENT OF VACANCY
SUPERINTENDENT
Western School Corporation
2600 S 600 W
Russiaville, Indiana 46979

The Board of School Trustees of the Western School Corporation invites nominations and applications for the position of Superintendent of Schools. Please find on our corporation website under employment and advertisement for the position and an application form. These documents may be downloaded. The application form describes what must be done to complete the application process. For an application to be considered complete the applicant must submit the following:

1. Cover letter explaining why the candidate is a good fit for the position and includes the candidates mailing address, e-mail address and telephone number(s);
2. Resume giving a summary of professional work experiences and education;
3. List of references with contact information;
4. Letter(s) of Recommendation;
5. Completed application form;
6. Copy of college transcripts.
7. Answers to the eight identified questions on page 2.

Questions about the superintendent search may be directed to Thomas Austin at 1-765-623-5430 or Gib Crimmins at 1-219-869-0175.

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The Board of School Trustees invites nominations and applications for Superintendent. The Western School Corporation is committed to the district's vision of being a place where students are prepared for living today and life tomorrow. 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; possess the ability to develop and maintain positive working relationships with staff; displays ethical behavior and integrity; and understands the important role technology plays in the instructional process.

Requirements and Qualifications:

- Superintendent or central office experience in a public school system;
- Hold an Indiana Superintendent license; or
- Holds master's degree and meets Local Education Agency/LEA needs for Temporary Superintendent License

Application and Selection Process Requirements:

- Cover letter explaining why the candidate is a good fit for the position and includes the candidate's mailing address, e-mail address and telephone number(s);
- Resume giving a summary of professional work experiences and education;
- List of references with contact information;
- Letter(s) of Recommendation;
- Completed application form;
- Copy of college transcripts.
- Answers to the following questions. Please provide examples where possible.
 1. What interests you about the Western 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?
 7. What experiences or skills do you possess in marketing a school district?
 8. What is your philosophy on education? How would you implement this philosophy as superintendent?

The search will remain open until the position is filled. For optimal consideration, materials should be submitted no later than Thursday, February 11, 2021. Initially, candidate's names and materials will remain confidential. The Board anticipates naming a new Superintendent no later than May 11, 2021. The Board would like the successful candidate to begin employment as soon as possible, but would expect the successful candidate to assume the position of Superintendent no later than July 1, 2021.

For an application and instructions visit the Western School Corporation website at: www.western.k12.in.us or Administrator Assistance at: www.administratorassistance.com. Questions about the search may be directed to Thomas Austin at 1-765-623-5430 or Gib Crimmins at 1-219-869-0175. Application materials should be mailed or electronically submitted to:

Superintendent Search
Western School Corporation
Thomas Austin, Administrator Assistance
1201 Cedar Court
Elwood, Indiana 46036
twabja@comcast.net

SUPERINTENDENT OF SCHOOLS
Western School Corporation
Application Instructions

Thank you for your interest in providing leadership for the Western School Corporation. The application process requires the submission of the following documents:

1. Application form;
2. Cover letter with an explanation of why the candidate is a good fit for the position which also includes the candidate's mailing address, e-mail address and telephone numbers;
3. Resume containing a detailed summary of professional work experiences and education;
4. List of references with contact information;
5. Letter(s) of recommendation;
6. Copies of college transcripts.
7. Answers to the above eight identified questions.

Finalists for the position will be expected to provide or assist in providing the information necessary to establish:

1. Proof they hold an Indiana license as Superintendent; or
2. Proof they hold master's degree and meets Local Education Agency/LEA needs for Temporary Superintendent License
3. The results of a comprehensive criminal background check as required by Indiana law;

4. The results of an E-verify employment eligibility verification as required by Indiana law;
5. Official copies of all college transcripts.

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The School Board anticipates naming a new Superintendent no later than May 11, 2021. The Board would like the successful candidate to begin employment as soon as possible, but would expect the successful candidate to assume the position of Superintendent no later than July 1, 2021.

The application form and instructions can be downloaded by visiting the Western School Corporation website at www.western.k12.in.us or the Administrator Assistance website at www.administratorassistance.com. Any questions about the search may be directed to Thomas Austin at 1-765-623-5430 or Gib Crimmins at 1-219-869-0175.

Completed application materials should be mailed or electronically submitted to:

Superintendent Search
Western School Corporation
Thomas Austin, Administrator Assistance
1201 Cedar Court
Elwood, Indiana 46036
twabja@comcast.net

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.

APPLICATION FORM
Certifications and Affirmations
(please circle response)

If the answer to any of the following questions is yes, please attach an explanation of the circumstances. If you have been charged with a crime, please indicate the date of the charge, the court action, the offense in question, and the address of the court involved.

1. Has your conduct as an employee or the quality of your work ever been the focus of any investigation by your employer? YES NO
2. Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than be terminated? YES NO
3. Have you ever resigned from a prior position (with or without being asked) under circumstances involving your alleged sexual contact with another person, mishandling funds, or criminal conduct? YES NO

4. Have you ever been investigated for, charged with or plead guilty or “no contest” to, or been convicted of any crime involving the sexual misconduct of any person, indecency with a minor, or any other crime of moral turpitude? YES NO

(Moral turpitude is an act of baseness, vileness or depravity in the private or social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including, but not limited to, theft, attempted theft, murder, rape, swindling, and indecency with a minor.)

5. Have you ever been charged with a crime, other than a minor traffic offense, where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in public service or education program? YES NO
6. Have you ever been convicted of a crime, other than a minor traffic offense? YES NO

STATEMENT OF UNDERSTANDING

I certify that to the best of my knowledge and belief all information provided in the documents required as a part of the application process is true, correct, and complete. In the event of employment, or an offer of employment, I understand that any false, misleading, or omitted information on this application may result in termination of employment or revocation of an employment offer. I further understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identify and United States citizenship status, or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment is contingent upon my ability to produce the required documentation within the time period required by law.

AUTHORIZATION, RELEASE, AND WAIVER

I authorize the Western School Corporation to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including criminal conviction records and a criminal history possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employers or local, state, or federal agencies to provide the Western School Corporation any information they may release concerning the matters described herein, and I will cooperate to the extent necessary to obtain the release of this information. Such reference checks may include supervisors and co-workers.

I expressly waive in connection with any request for, or provision of such information, any claims or causes of action, including with limitation, defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school corporation, its officials, employees, trustees, or agents, or against any provider of such information.

The Western School Corporation is an equal opportunity employer. The Western School Corporation does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law. **I have read this authorization and release all claims, and I expressly agree to the terms set out herein.**

Signature of Applicant

Date

Please Print Your Full Legal Name

