



## 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

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## UNDERGRADUATE AND GRADUATE EDUCATIONAL EXPERIENCE

*(Please list most recent first)*

Institution

Dates Attended

Major/Minor

Degree/Date

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## 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

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## APPLICATION FOR SUPERINTENDENT QUESTIONS

*(On a separate sheet, respond to each of the following questions/remarks in 300 words or less.)*

1. Elkhart Community Schools recently developed a strategic plan including periodic measurement toward our chosen goals. Describe how your experiences and professional and personal qualifications will assist ECS in meeting those goals. Include specifics of how you have addressed student achievement gaps.
2. Healthy communication with ALL constituents is a vital quality for a superintendent. Tell us about some instances where your communication skills effectively handled situations/negotiations with your administrators, teachers and other staff. Describe your communication experience with broader community groups, local city/county leaders, state legislators, and parents.
3. Describe your practical experience in business management, school finance, and your experience regarding building/renovation project management. Explain your approach to addressing future financial challenges, while still following our strategic plan's goals.
4. Describe your approach to the management of a collaborative administrative leadership team while fostering a culture of continual improvement and consideration of new ideas. What unique skills and experiences define you as an educational leader? Briefly identify your three (3) most significant accomplishments, which exemplify those skills, including when they were accomplished.
5. Describe how you would approach the Board, the faculty and staff, local government and business leaders, state legislators, and the community with respect to a potential referendum.
6. Given recent changes in state law and the current economic and political environment, the job of a superintendent now requires "marketing" one's school district. Share your thoughts and/or experience regarding this subject.

## 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 Elkhart 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 Elkhart Community Schools Board of School Trustees.

### NOTICE, AUTHORIZATION AND RELEASE

Elkhart Community Schools’ Board Policy 3122 ACS NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY states: Elkhart Community Schools is committed to an environment in which all individuals are treated with respect and dignity. This includes ensuring that its students and employees are not subject to sexual harassment, or to harassment or discrimination on the basis of race, color, religion, sex, transgender status, national origin, sexual orientation, gender identity, age, military status, ancestry, genetic information, disability or any other characteristic protected by law. Elkhart Community Schools prohibits any such harassment or discrimination and all persons associated with the school community, including, but not limited to, the Board, the administration, the staff, the students, agents, volunteers, contractors, and persons subject to the supervision and control of the School Corporation are expected to conduct themselves at all times so as to provide an atmosphere free from harassment, discrimination, and retaliation. Complaints of violations of these policies will be investigated and resolved appropriately.

I understand that my application will be on file in the Elkhart Community Schools’ Corporation Office for one (1) year, and all materials accompanying this application become the property of the Elkhart 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 Elkhart 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 Elkhart 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 experience preferred/superintendent experience preferred;
- ❖ Building level experience required;
- ❖ Effective skills in communication, collaboration, marketing, and plan implementation;
- ❖ Strong working knowledge of community relations and willingness to be a visible leader in a diverse community;
- ❖ Approachable leader with demonstrated ability to motivate all personnel;
- ❖ Working knowledge of successful program evaluation, school finance, school law, collective bargaining, and selection and retention of staff;
- ❖ 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 (two years or less)

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 **October 5, 2018**. Documents must arrive at the designated location by 12:00 p.m. (EST) on **October 5, 2018**.

**Starting Date:** The successful candidate will assume the office on or about January 1, 2019.