



Metropolitan School District of Martinsville

Our Mission:

Together we challenge and inspire our children through rich experiences, empowering them to achieve success while making positive contributions to our world.

Application for Assistant Superintendent of Schools

It is the policy of Metropolitan School District of Martinsville not to discriminate on the basis of race, color, religion, sex, marital status, national origin, limited English proficiency, age, handicap, or disability in its educational programs, activities, or employment policies as required by the Indiana Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act and any other applicable Federal or State nondiscrimination law.

Candidates Attributes

- Visionary leader with high expectations and successful administrative experience
- Willing and able to be a community leader
- Strong working knowledge of community relations, program evaluation, finance, school law, collective bargaining, personnel recruitment, selection, and retention
- Desire to build on a record of continuous academic improvement and success
- Values relationships as a foundation of the district, both internal and external
- Successful ability to effectively communicate and engage with stakeholders

The following items must be received by May 3, 2019.

- Letter of Intent
- Current Resume
- Completed Application Form
- Copy of Valid License
- College or University Transcript
- Three Current Letters of Recommendation

Attach a copy of your license or a letter stating you are eligible for the license from the Indiana Department of Education.

Completed applications should be directed to (via US Mail or email):

Dr. Terry McDaniel
University Hall, 317C
Indiana State University
Terre Haute, IN 47809
tmdaniel@indstate.edu
812-237-3862 Office
812-821-7252 Cell

If you have any questions, please direct them to **Dr. Terry McDaniel** and not to the school district. The University placement Team will assist the Board in the screening process. All applications will be held in strict confidence.



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Name _____
Last First Middle Maiden

Home Address _____
Street City State Zip

Business Address _____
Street City State Zip

Email Address _____

Phone _____
Daytime Cell

Present Position _____

Name of School District _____

Total Enrollment _____ Number of Elementary Schools _____

Number of Administrators _____ Number of Intermediate Schools _____

Number of Certified Staff _____ Number of Middle/ Junior High Schools _____

Number of Classified Staff _____ Number of High Schools _____

Do you hold a valid Indiana Superintendent's license? _____ Yes _____ No

Can we contact your current employer? _____ Yes _____ No

Present Contractual Relationship

Length of Present Contract _____ Expiration Date _____ Date Available _____

Present Salary _____ Board Paid Annuities _____

Life Insurance Face Value _____ Term _____ Whole Life _____

Long Term Disability: Yes _____ No _____ Dental: Yes _____ No _____

Vision: Yes _____ No _____ Health: Yes _____ No _____

Travel Allowance _____ Other Benefits _____

Do you have a buy-out clause in your current contract? _____ Yes _____ No



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Background Information

Professional Experience and/or Employment Record

Position	Organization	Size	Dates

Educational Experience Graduate and Undergraduate

Professional Leadership

List professional organizations in which you are most active and indicate offices held and responsibilities



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Application for Assistant Superintendent Questions

(Feel free to attach additional pages as needed.)

1. Why do you want to be the assistant superintendent of the Metropolitan School District of Martinsville?
2. Describe your philosophy on fiscal management and include your experiences with budget and finance.
3. Describe your philosophy in curriculum, instruction, and assessment and include your experiences in this area.
4. What unique skills and experiences define you as an assistant superintendent? How would you match these with the needs of our school district?
5. What is your process for developing a vision for the Metropolitan School District of Martinsville?
6. As an assistant superintendent how would you market our school district? Please provide specific examples.



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Disclosure Questions

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 1. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present or any past employers? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 3. Have you ever resigned from a prior position without being asked under circumstances involving your employer's investigation for sexual misconduct with another person, mishandling of funds, or criminal conduct?? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 4. Have you ever been charged with 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? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 5. Have you ever been charged with, or investigated for, physical or sexual abuse of another person? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 6. 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 without entering a finding of guilty, or placed you on probation for a crime? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 7. Are you eligible to work in the United States of America? |

I have answered the above questions accurately and any "yes" answers for Questions 1 through 6 or a "no" answer for Question 7 are explained on a separate attachment including the date of the incident, charge, offense in question, court action taken, and the address of the court involved.

Authorization and Release

I authorize the Metropolitan School District of Martinsville or its agent to research and verify the information I have provided on my application for employment including my personal background, character, professional standing, work history, and qualifications. The school district or its agent will utilize sources of information it deems appropriate including, but not limited to, criminal conviction records, current and former employees, Department of Motor Vehicle records, military records, credit reporting services, educational records, professional and personal references, and workman compensation records including any and all injuries in compliance with the American with Disabilities Act. I agree, authorize, and consent to release and disclosure of any and all information, including, but not limited to, the above to the school district or its agent. I expressly waive in connection with any request for, or provision of such information, with any claims or causes of action, including without limitation, defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the school district, its officials, employees, trustees, or agents, any individual corporate, and/or agency provider of such information. I have read this authorization and release all claims, and I expressly agree to the terms set out herein. I understand that any false or misleading information on this application shall be fully sufficient grounds to be refused employment and/or have a contract terminated.

Applicant's Signature

Date