

# APPLICATION

## Barbour County (W.Va.) Superintendent of Schools

### 1. PERSONAL INFORMATION:

Respond to all items. As you work on this form, continually save the document in order not to lose information.

Name (Last, First, Middle Initial)

Home Address

Home Phone

Home e-mail (if applicable)

Other names or aliases by which you have been known:

Business Address

Business Phone

### 2. PRESENT POSITION:

Respond to each item. If you are unemployed, list such as title. If you are not currently employed in a public school position, list your current position, not the most recent school position and provide as complete data as possible.

Employing Institution

Employer Address

Work Phone

Work e-mail (if applicable)

Position Title

Employed Since

Indicate the number of:

Total Pupils Enrolled

Elementary Schools

Support Staff

Middle / Jr. High Schools

Professional Staff

Senior High Schools

Present Salary \$

Length of Present Contract

Expiration Date

Date Available

Benefits and Approximate Values

Name of Immediate Supervisor

Title

Business Phone

Home Phone

Do you hold a valid West Virginia Administrative Certificate endorsed for Superintendent or a first class permit endorsed for Superintendent?

If not, are you eligible to obtain same?

What other valid certificates do you hold?

### 3. EXPERIENCE

List in consecutive order beginning with the next most recent position following the position listed in Section 2. Include both administrative and teaching experience. List the district or school size and the number of individuals supervised for each position under "Position Statistics". Note any non-educational experiences with an asterisk. Additional positions held may be listed on page nine.

To:	Position	Supervisor's Name and Title	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
From:	Institution Location	Supervisor's Business Phone	Home Phone
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Position Statistics	<input type="text"/>		

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Position Statistics	<input type="text"/>		

### 4. REFERENCES

List the names of persons who are familiar with your character, work, personality and work habits. Do not list relatives as references. Do not forward letters of reference.

Name	Business Phone
<input type="text"/>	<input type="text"/>

Official Position	Home Phone
<input type="text"/>	<input type="text"/>

Name	Business Phone
<input type="text"/>	<input type="text"/>

Official Position	Home Phone
<input type="text"/>	<input type="text"/>

**4. REFERENCES (continued)**

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Name	Business Phone
<input type="text"/>	<input type="text"/>
Official Position	Home Phone
<input type="text"/>	<input type="text"/>
Name	Business Phone
<input type="text"/>	<input type="text"/>
Official Position	Home Phone
<input type="text"/>	<input type="text"/>
Name	Business Phone
<input type="text"/>	<input type="text"/>
Official Position	Home Phone
<input type="text"/>	<input type="text"/>

**5. EDUCATION**

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List all graduate and undergraduate work and degrees earned.

High School and Location	Date Entered	Date of Degree or Diploma
<input type="text"/>	<input type="text"/>	<input type="text"/>

Degree, Diploma, or Hours	Major	Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>

Undergraduate Institution and Location	Date Entered	Date of Degree or Diploma
<input type="text"/>	<input type="text"/>	<input type="text"/>

Degree, Diploma, or Hours	Major	Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Undergraduate Institution and Location (if applicable)	Date Entered	Date of Degree or Diploma
<input type="text"/>	<input type="text"/>	<input type="text"/>

Degree, Diploma, or Hours	Major	Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>

Graduate Institution and Location	Date Entered	Date of Degree or Diploma
<input type="text"/>	<input type="text"/>	<input type="text"/>

Degree, Diploma, or Hours	Major	Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other Graduate Institution and Location (if applicable)	Date Entered	Date of Degree or Diploma
<input type="text"/>	<input type="text"/>	<input type="text"/>

Degree, Diploma, or Hours	Major	Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>

**6. HONORS AND DISTINCTIONS**

List degrees, honors, awards, commendations, elective or appointive offices held, or other distinctions received.

**7. MEMBERSHIPS AND AFFILIATIONS**

List educational and other and note leadership roles.

**8. COMMUNITY ACTIVITIES**

List each activity and specify the community.

**9. BACKGROUND CHECK AND INFORMATION**

In addition to the following information, a thorough background check may be made at the option of the Board.

If additional space is needed, begin your explanation here and attach additional sheets and clearly identify as 9. Background Check and Information: A, B, C and D respectively.

"YES" answers to the following questions will not necessarily result in denial of employment. The District will consider all the circumstances, including the date and nature of events which have led to the actions described below. Your written explanation will assist the District in determining your eligibility and suitability for employment.

A. Have you ever been convicted of, admitted committing, or pleaded no contest to any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer "YES" even if the matter was later dismissed, deferred, reversed, vacated or expunged. If you answer "YES" you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

Explanation

**9. BACKGROUND CHECK AND INFORMATION (continued)**

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B. Have you ever been dismissed (fired) from any job, or resigned at the request of the employer, or while charges against you or an investigation of your behavior was pending? You must answer "Yes" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "YES" you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

Explanation

C. Have you ever had a license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before, any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.

Explanation

D. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "YES" you must provide the name, address and telephone number of the employer or licensing body and a statement of the accusations against you.

Explanation

**10. CITIZENSHIP**

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Are you a citizen of the United States of America?

**11. CONSENT TO CONDUCT BACKGROUND INVESTIGATION, AUTHORIZATION AND RELEASE**

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I have made application for the position of Superintendent of Barbour County Schools (District). I understand that in order for the District to determine my eligibility, qualifications and suitability for employment, the District will conduct a background investigation if I am considered for the position. This investigation may include, but is not limited to, inquiries of present and former employers, schools, law enforcement agencies, government agencies, including all entities which have information relating to my employment history, evaluations, plans of improvement, documentation of disciplinary action, reasons for non-rehire, special training and education.

I hereby authorize and request any person or other entity, including, but not limited to, present and former employers, schools attended, law enforcement agencies, government agencies, including all entities which have information relating to my employment history, evaluations, plans of improvement, documentation of disciplinary action, reasons for non-rehire, special training and education to furnish a representative of the Board of Education of the County of Barbour with any and all information and copies of records in their possession regarding me. (continued on next page)

## 11. CONSENT TO CONDUCT BACKGROUND INVESTIGATION, AUTHORIZATION AND RELEASE

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*Continued from page 5*

By signing below, I hereby release and hold harmless the Board of Education of the County of Barbour, its members, officers, employees and agents and any person or entity responding to a request for information pursuant to this Consent to Background Investigation, Authorization and Release and their members, officers, employees and agents from claims arising out of or in any connection with their legitimate gathering or disclosure of information as authorized by this Consent to Background Investigation, Authorization and Release. I agree that a photocopy or facsimile copy of this Consent to Background Investigation, Authorization and Release may be accepted with the same authority as an original.

I authorize investigation of all statements on the application form and other materials provided as part of my application for this position.

Applicant's Name

Applicant's Social Security Number

Applicant's Signature (do not complete, see note below)

Date

Witness Signature (do not complete, see note below)

Date

*Note: Hardcopy signatures required. Once application is received, acknowledgement form will be mailed to you.*

## 12. REQUIRED NARRATIVE ITEMS

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*Please respond to each of the following items in the spaces provided.*

1. This is a multi-part question: Barbour County Schools has several employee organizations and several parent organizations (PTA, PTO, athletic boosters, band boosters, etc). Based on your successful prior experience(s), what role(s) will you assume - along with specific measures of accountability - for effectively working with these entities? Secondly, describe at least three (3) specific steps you will take to reach parents who may not participate in organized employee organizations or structured parent groups -often known as 'persons on the margins' - especially based on your understanding of your overall role in "reaching" and working with the school community as a whole?

2. As Barbour County School Superintendent, what would be your role in terms of administration and management of the school system? What do you believe is the role of the county school board in terms of governance and policymaking, and how will you communicate effectively and build a working relationship with the school board?

3. This is a multi-part question: Barbour County has never passed an excess levy. If you were to recommend that the county board place an excess levy on the ballot in the November General Election, describe your role(s) in securing passage of the excess levy, based on two primary considerations - that of the office of the superintendent and that of the county board in regard to this issue. Please be specific as to considerations of the role(s) of each entity in terms of securing passage of an excess levy.

4. This is a multi-part follow-up to question 1: Based on previous successes, describe three (3) specific ways in which you will gain public support for efforts of the Barbour County School System in terms of the athletic complex, educational initiatives, school consolidation, etc. In doing so, briefly note the role(s) of various constituent groups. Finally, how would you define success in terms of these endeavors and how will you hold yourself and how can others hold you accountable for making success in these areas?

5. This is a multi-part question. What do you believe to be your three greatest leadership strengths and how do they apply to being the Superintendent of Barbour County Schools? Based on the above response(s) to this question, name one (1) reason the Barbour County Board of Education should not elect you as its incoming superintendent.

### 13. ADDITIONAL EXPERIENCE

If applicable, list additional experience beyond the three positions on page two. Otherwise, see the next page.

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## 14. STATED REQUIREMENTS AND INFORMATION

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All applicants without a current valid West Virginia Administrative Certificate endorsed for Superintendent or a first class permit endorsed for Superintendent are responsible for contacting Karen Huffman, executive director of the West Virginia Department of Education's Office of Professional Preparation at khuffman@access.k12.wv.us or (304) 558-7826 to determine eligibility for certification and providing written documentation with this application. You may also access <http://wvde.state.wv.us/certification/> to view your certification status online.

This is to advise you that the Freedom of Information Act (FOIA) in the State of West Virginia may require the disclosure of applicant name and information. We will do our best to notify you prior to any release of such information.

The School District is an Equal Opportunity Employer, complies with Title IX, and shall not discriminate on the basis of race, creed, age, sex, religion, handicap, or national origin.

Applicants are asked not to contact the Board except as requested to do so.

Address all communications to:       Barbour County Superintendent Search  
  c/o W. Va. School Boards Association  
  P. O. Box 1008  
  Charleston, WV 25324

It is expected that applications and other supportive materials will be received on or before 4:00 p.m., July 7, 2010.

May we contact your current employer ?

## 15. ACKNOWLEDGEMENT OF APPLICANT

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*Read this paragraph carefully before signing this application.*

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for election as Superintendent and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am elected as Superintendent, regardless of the time elapsed before discovery.

I acknowledge that this application, when submitted, shall become the property of Barbour County Schools.

Applicant's Signature (do not complete, see note below)

Date

*Note: Hardcopy signature required. Once application is received, acknowledgement form will be mailed to you.*

## 16. APPLICATION SUBMISSION\*

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Once the form is completed applicants using remote e-mail programs such as AOL, Hotmail, MSN or Yahoo must send the form by opening their respective e-mail program and sending the form as an attachment to [info@wvsba.org](mailto:info@wvsba.org), click on your respective e-mail program below for attachment instructions.

Attachment Instructions

[AOL](#)

[MSN/Hotmail](#)

[Yahoo Mail](#)

Applicants using non-remote e-mail accounts such as Netscape, Outlook or Outlook Express may submit the form by selecting the below button. Should this button not function properly, click on your respective e-mail program for attachment instructions.

Attachment Instructions

[Netscape](#)

[Outlook](#)

[Outlook Express](#)

\*Applicants experiencing difficulty submitting the application form via e-mail may forward a hard-copy to the West Virginia School Boards Association at PO Box 1008, Charleston, WV 25324. Applicants may contact WVSBA to verify receipt of their completed applications.