



Washington Parish School Board Superintendent Application Form

The Washington Parish School Board thanks you for your interest in this position. By providing as much information as possible, you will allow us to assess your qualifications in a timely and efficient manner. Please allow us to provide you with important information. We ask that you read the application form and all attachments carefully and that you provided complete and accurate information. Your signature certifies that you have done so and that all information provided is true, complete and correct.

Notice, Conditions, and Directions

1. Completed applications, with all attachments, should be forwarded to Washington Parish School Superintendent Search, P.O Box 587, Franklinton, LA 70438
2. In addition, you should include your resume and a copy of your Louisiana teaching credentials/certificate evidencing certification for the position. **If you are not certified in Louisiana, your application must be accompanied by written confirmation from the Louisiana Department of Education that you are eligible for immediate certification as a school superintendent upon employment by the Washington Parish School Board.** Information regarding the requirements for Louisiana certification may be obtained by contacting the Louisiana Department of Education at 1-877-453-2721.
3. Applicants are asked not to contact Washington Parish School Board members. You may contact Melissa Mauer at (985) 839-3436 with any questions regarding your application or the completion of the same.
4. Please type all the information and fill in all blanks.
5. **To be considered, applications must be postmarked no later than March 22, 2024.** Delivery and proof of receipt is the obligation of the applicant. Accordingly, the use of certified mail is strongly encouraged.
6. Please note that the Louisiana law provides that all applications for superintendents are public records subject to release to the media, press or to any person requesting a copy. **Accordingly, the fact that you have applied and the content of your application may become public knowledge.**
7. Louisiana law requires the Board to request certain information relative to your current or prior employment and you must authorize such persons or entities to release such information to the Board. Any offer of employment, vote to employ or actual employment is conditioned upon the results of this review. Any adverse information, conviction or plea which impacts your eligibility or fitness for the position shall vindicate the Board's offer of employment, vote to

employ or contract. See attached forms and releases

8. If hired, you must also submit fingerprints for background check in accordance with LA.R.S. 17:15 and LA.R.S. 15:587.1. Such background check will reveal all criminal convictions and pleas, including those which may have been expunged. Any offer of employment, vote to employ or contract is conditioned upon the results of this review. Any conviction or plea which impacts your eligibility or fitness for the position shall vindicate the Board's offer of employment, vote to employ or contract. See attached forms and releases.
9. Applicants selected for interviews will be notified as to time and place of interviews. Any expenses incurred by applicants in connection with the application or for travel to/from interviews shall be borne by the applicant.
10. The Washington Parish School Board is an Equal Opportunity Employer and does not discriminate on the basis of age, race, sex, gender, national origin, religion, disability or membership or any other protected classification.



Superintendent
Of
Washington Parish School System
Franklinton, Louisiana

In order to be considered for this position, you must submit the following:

- ✓ This signed application form (signed with questions answered)
- ✓ A letter of application
- ✓ A resume
- ✓ Credentials (transcripts, certification of teaching/Supt. degree, etc.)
- ✓ Three (3) letters of recommendation

Complete applications must be postmarked no later than

March 22, 2024

Application materials must be sent to:

Washington Parish School Superintendent Search
P.O. Box 587
Franklinton, LA 70438

Title: _____
Name: _____
Home Address: _____
Street: _____
City: _____
State: _____
Zip Code: _____

Telephone _____
Office: _____
Home: _____
Cell: _____
E-mail: _____

Record of Professional Education (in reverse chronology):

Institution	Graduation Date	Major	Degree
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Record of Professional Experience(s) (in reverse chronology):

Title	Dates	District	State	Enrollment	Annual Salary
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Membership in Professional Organizations and Offices and Dates Held:

<u>Organization</u>	<u>Dates From - To</u>
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Community Organizations and Services:

<u>Organization</u>	<u>Dates From - To</u>
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State as succinctly as possible why you are a viable Superintendent candidate:

The Board of Education has identified the following qualities for the superintendent of schools.

Please respond to each of the qualities below stressing your experience, strengths, and abilities in each area, limiting your responses to approximately 100 words for each item.

1. VISION: The successful candidate will be a proactive and systematic leader who understands complex organizations and economic shifts. The superintendent will work collaboratively with the staff and the communities to assure the best strategies are utilized to increase student achievement and meet the education needs of all students. He/She will work to develop a long range plan that implements the goals established by the school board thereby building support for a shared vision for the future.

RESPONSE:

2. COMMUNICATION: The successful candidate will be accessible, open-minded and consider all points of view before making decisions. The candidate should also be a good listener and will be approachable and personal in interactions and be able to communicate effectively with diverse audiences to cultivate and maintain trust and build consensus by bringing people together from all aspects of the community.

RESPONSE:

3. **INSTRUCTIONAL LEADERSHIP:** The superintendent will be committed to implementing effective programs for every student. He/She will be dedicated to high standards and expectations for all students and be able to demonstrate a record of improving student learning. The new superintendent should have the ability to analyze, with the help of the professional staff, all instructional programs and innovative practices to determine whether the value of the programs meet students' needs and whether financial resources could be realigned to benefit more students.

RESPONSE:

4. **MANAGEMENT:** The successful candidate will have demonstrated fiscal and operational expertise and an ability to lead the school system to efficiently and effectively assign its fiscal and human resources to priority initiatives and programs that benefit students and taxpayers. The board seeks a candidate who can lead development and implementation of a facilities improvement plan and who has the ability to delegate responsibilities to achieve maximum effectiveness.

RESPONSE:

5. PERSONAL QUALITIES: The Washington Parish School Board seeks an energetic leader who is a champion for public schools and is committed to doing the best for all students. The superintendent will have the insight and empathy to work harmoniously with the board, staff, political entities, parents, business leaders, and the various constituents that make up the Washington Parish community. The successful candidate will be known for his/her fairness, high integrity and character, and be respected as a leader who can engage, motivate, and manage a progressive school system and staff.

RESPONSE:

Give names, and telephone numbers of three administrators and/or school board members familiar with your career that we may contact. This will be done confidentially.

Contact 1

Name: _____
Title: _____
Business Phone: _____
Home Phone: _____
Cell Phone: _____

Contact 2

Name: _____
Title: _____
Business Phone: _____
Home Phone: _____
Cell Phone: _____

Contact 3

Name: _____
Title: _____
Business Phone: _____
Home Phone: _____
Cell Phone: _____

Total Years Administrative Experience _____

Total Years Teaching Experience _____

Louisiana Teaching Certificate Type and Number _____

List Area of Certification _____

Do you hold a teaching certificate from another state? _____ If so, please list state(s) and areas of certification _____.

Has your certificate ever been suspended, revoked or subject to other adverse action? _____ If so, please state the date, agency taking such action and reason for same: _____

Are you presently certified for the position of Superintendent of Schools by the Louisiana Department of Education? _____ If not, do you currently possess the educational requirements, experience and other qualifications necessary to obtain certification at this time? _____

Have you attached written confirmation of eligibility for immediate certification from the LDOE? _____ Please note that you must do so.

Have you ever been terminated by a school system, resigned prior to the expiration of your contract, or asked to resign? _____. If so, please attach an explanation identifying the employer, basis for termination or resignation, and the date of same.

Have you ever been convicted, pled guilty, or no contest to a felony or other serious offense? _____. If so, please attach an explanation identifying the charge, jurisdiction and court involved, date of conviction or plea, and factual basis of charge(s).

Have you ever engaged in or been accused of engaging in sexual misconduct with a minor/student or the abuse or neglect of a minor? _____ If so, please attach an explanation identifying the conduct or alleged conduct in question, including but not limited to the date(s), your employer at the time, the results of the investigation, criminal charges, jurisdiction, court involved, date of conviction or plea, and factual basis of the charge(s) or allegations.

Have you been the subject of any investigation of alleged sexual misconduct involving a minor or student, abuse of a minor or student or neglect of a minor or student? _____
If so, please attach an explanation identifying the conduct or alleged conduct in question, including but not limited to the date(s), your employer at the time, the results of the investigation, criminal charges, jurisdiction, court involved, date of conviction or plea, and factual basis of the charge(s) or allegations.

State the earliest possible date you could begin work as a certified superintendent in Washington Parish.

Do you have a Superintendent Endorsement by Louisiana? _____
(If you have questions regarding the requirements to be a superintendent in the State of Louisiana, contact the Louisiana Department of Education)

I certify that the information provided herein is true and complete to the best of my knowledge.

Applicant hereby waives his/her right to confidentiality with regard to his/her work record or criminal record and consents to and authorizes the release of information from current or former employers and/or law enforcement personnel upon inquiry under this application.

Signature of Applicant: _____ Date: _____

Printed name of Applicant _____.

Washington Parish School Superintendent Search
P.O. Box 587
Franklinton, LA 70438
Phone: (985) 839-3436

AUTHORIZATION AND RELEASE
IMPORTANT: READ CAREFULLY BEFORE SIGNING

Louisiana Revised Statutes 17:3884 provides that a school board considering the employment application of a person who has been evaluated in another school system shall request such person's evaluation results as part of the application process and shall inform the applicant that his/her evaluation results will be requested. The applicant shall be given the opportunity to review any information received by the prospective employer as a result of such request and afforded the opportunity to provide any response or information the applicant deems appropriate. Please be advised, therefore, that the Washington Parish School Board will request evaluation results on you from each of the school districts you have listed in your application. You will be given an opportunity to review the evaluation results received and to provide a response or information if you would like to do so. Any written response or information you might provide will be retained with your application.

Louisiana Revised Statutes 17:15 also requires all applicants for employment to be fingerprinted in order to assist in background checks of those individuals. Should it be determined that any applicant (or employee) has been convicted of one or more of the criminal offenses set forth in Louisiana Revised Statutes 17:587.1(C), then that applicant (or employee) is generally precluded from further employment with the school system. The conviction of other offenses that call into question the applicant's fitness for the position may also preclude employment or continued employment.

Louisiana Revised Statutes 17:81.9 further requires a school board receiving an application to request that all current and prior school board employers of the applicant provide it with all information in their records relative to instances of sexual misconduct, if any, with students committed by the applicant. This law further provides that the applicant must release all such employers from liability arising from the release of such information to the prospective employer.

Louisiana Revised Statutes 44:1 et al. provides that public records are subject to production to persons requesting such information, including members of the press. Accordingly, I understand that the fact that I am seeking employment with the Board and my application may become public knowledge and may be released to those who request a copy of it.

AUTHORIZATION AND RELEASE

I certify that the information which I have provided in the attached application is true, correct and complete. I understand that furnishing false information or omitting material information on this application could disqualify me from consideration for employment or could lead to my discharge from employment. I have read and agree to the above provisions and hereby authorize the Washington Parish School Board to request, receive, review and consider my prior evaluations and information relative to sexual misconduct or physical abuse, if any, with students from all of my current or previous school system employers. I further release the Washington Parish School Board, its employees, agents and insurers and all current and former employers, their agents, employees and insurers from any liability connected with such disclosures and do hereby specifically authorize such employer(s) to release to the Washington Parish School Board such information and documentation as may be requested in connection with my application for employment with it, including any documentation which had been previously sealed.

APPLICANT

DATE: _____