

Coahoma County School District
1555 Lee Drive
Clarksdale, Mississippi 38614

VACANCY

Assistant Superintendent of Schools

Invitation to Apply: The Coahoma County School District is seeking an innovative leader to serve as Assistant Superintendent of Schools. The successful candidate will assume the position on or before July 1, 2019.

Deadline for Receipt of Applications: March 18, 2019.

Terms of Employment: 12 Months

Salary and Benefits: The Coahoma School Board will offer competitive compensation including salary and health benefits.

Applicant Criteria: Hold a valid Mississippi administrative license or be eligible to obtain one and meet all legal requirements and qualifications as specified in **§ Mississippi Code Section 37-9-13**.

Application Process: To be considered, a completed applicants' postmarked packet must be received in the district office no later than 4:00 p.m. on March 18, 2019. A postmark beyond March 18, 2019 will result in a disqualified application. Emailed application packages must be received by 4:00 p.m. on March 1, 2019. To be considered, candidates must submit the following information:

- Formal letter indicating a desire to be considered as a candidate for the position;
- Completed assistant superintendent application;
- Résumé, and
- Copy of current Mississippi Administrative Certification.

Applicants should not contact the Coahoma County School District Board of Trustees directly. All information should be addressed to:

Coahoma County School District

Dr. Ilean Richards

1555 Lee Drive

Clarksdale, MS 38614

irichardsl@coahoma.k12.ms.us.

The official assistant superintendent application is available on the Coahoma County School District's website, www.coahoma.k12.ms.us. For more information or to obtain an application, potential candidates may contact Mrs. Timikia Hawkins at the above address or by telephone at 662.624.5448.

The Coahoma County School District is an Equal Opportunity Employer and complies with all state and federal laws. Applicants are subject to financial and criminal background checks as required by Mississippi law.

Assistant Superintendent, Coahoma County School District

The Board of Education is seeking an exceptional educational leader who has strong administrative and instructional leadership skills to help lead a district of 1,500+ students as its assistant superintendent.

The ideal candidate should have the experience and skillset to help provide vision and direction to enable students to reach their greatest potential, and to help them to excel both in the classroom and beyond.

The successful candidate will be determined based upon certifiable administrative qualifications and proven experiences as an effective educational leader. The effective date for employment is July 1, 2019.

Candidates will be evaluated on their professional merits, with emphasis on the following criteria:

- Possesses a documented history of successful experiences achieved through service in roles of increased responsibility over time.
- Promotes a visionary agenda that anticipates educational challenges and addresses strategic priorities and mission and demonstrates priority commitment to students, staff members and school leaders with evidence that all work is student focused.
- Possesses strong instructional foundation and demonstrated ability to apply knowledge of current research-based practices in teaching and learning, instructional administration, techniques and programs that enhance instructional capacity and maximizes student learning.
- Provides evidence of a global understanding of the management of facilities, nutrition, technology, human resources and budgeting facets of district operations.
- Collaborates and communicates effectively with individuals and groups, both internally and externally, demonstrating value for diverse opinions and experiences, including those resistant to change.
- Possesses a demonstrated/proven knowledge of current educational programs and best practices.
- Possesses expertise in the academic, social, emotional and physical development of students K-12
- Demonstrates initiative, internal motivation, and a willingness to take on responsibilities beyond those explicitly defined
- Demonstrates the ability to execute responsibilities efficiently, accurately and on or before deadlines
- Provides evidence of the ability to transition from one level of leadership to another to another leadership level as the district undergoes transformation.

This is a marvelous opportunity for the right person! It will need to be approached as a commitment and a challenge which will afford extremely rewarding experiences and opportunities. The professional who gets excited thinking about the challenges of educational leadership, and recognizes that the Coahoma County School District is an unfinished canvas with high potential, will realize a fulfilling career here.

COAHOMA COUNTY SCHOOL DISTRICT
Application for Assistant Superintendent of Schools
(Please type or print your responses and fully respond to each item.)

I. BASIC INFORMATION

Name: _____
(Last) (First) (Middle)

Home Address: _____

Business Address: _____

Phone Number: _____
(Home) (Work) (Cell)

E-Mail Address: _____

II. CURRENT EMPLOYER

Name: _____

Address: _____

Telephone Number: _____

III. CURRENT POSITION

Title: _____

Salary: _____ Are you under contract at present? Yes No

Contract expiration date with current district, if applicable: _____

IV CURRENT SCHOOL DISTRICT INFORMATION

1. Briefly describe the school district or organization where you are currently serving.

2. Budget of current school district: _____

3. Number of schools in your current school district: _____

4. Number of employees in your current school district: _____

5. Total enrollment of the school district in which you are currently employed: _____

6. Racial composition of the school district in which you are currently employed:

%Black____ %Hispanic____ %White____ %Other____

7. Do you hold or are you entitled to hold a MS administrator's license for the State of Mississippi which would enable you to serve as a superintendent? Yes No

- License Number: _____

- Date of Issuance: _____

V. EMPLOYMENT HISTORY

List employment history (within and outside the field of education) beginning with your present position. Put the calendar year(s) you were employed in each position (*ex.: 2014-2017*) and your specific job title as reported to your state department of education (*ex.: Superintendent, Asst. Superintendent, Federal Programs Director, Special Education Director, Principal, Asst. Principal, Teacher, etc.*).

Years Employed	Employer Address and Phone	Job Title
	Employer: Address: Phone:	
	Employer: Address: Phone:	
	Employer: Address: Phone:	
	Employer: Address: Phone:	
	Employer: Address: Phone:	
	Employer: Address: Phone:	
	Employer: Address: Phone:	

VI. EDUCATION PREPARATION

Please list entries beginning with the most recent information.

Degree	Year degree received	College/University from which degree was received	Years Attended	Major

VII. REFERENCES

List four persons (name, address, and telephone number) qualified to provide information and opinions concerning your professional abilities, achievements, competence, character, and work habits. **Have your references send letters directly to Dr. Ilean Richards, 1555 Lee Drive, Clarksdale, MS 38614 or PCampbell@coahoma.k12.ms.us**

1. _____

2. _____

3. _____

4. _____

VIII. OTHER

1. Have you ever been terminated, non-renewed, or asked to resign from any position?

Yes No

- If yes, please explain.

2. Has your teacher's or administrator's license or certificate ever been suspended or revoked? Yes No

- If yes, list what license or certificate, the date, and the reasons (attach a separate sheet if necessary)

- Has that license/certificate been reinstated and if so, when?

3. Have you ever been convicted of, or pleaded *no contest* to, a felony or misdemeanor (other than traffic violations)? Yes No

- If yes, please explain.

4. Have you ever had a felony conviction expunged? Yes No

- If yes, please explain.

5. Have you ever been charged with child abuse or sexual misconduct? Yes No

- If yes, please explain.

6. Have you ever been charged with domestic abuse or domestic violence?

Yes No

- If yes, please explain.

7. Has a charge ever been filed against you with the Mississippi Department of Education (or such equivalent department of any other state)? Yes No

- If yes, please explain.

8. Have you ever served in the military? Yes No

• If yes, did you receive an honorable discharge? Yes No

- If no, please explain.

9. Do you agree to submit to a medical examination, drug screening, and psychological screening or evaluation and to have the results furnished to the Coahoma County School District at the cost of the Coahoma County School District as part of the application process and to execute such documents and releases as may be required for this purpose?

Yes No

10. If you are among the finalists, would you object to a Board visit to your community?

Yes No

- If yes, please explain.

ACKNOWLEDGEMENT AND AUTHORIZATION OF APPLICANT

I hereby certify that the information provided by me in the application is true and correct to the best of my knowledge. I understand that at some point in the selection process the information contained in the application may be made available to the general public. I understand that the facts set forth herein shall be subject to verification by the Coahoma County School District.

I hereby authorize the Coahoma County School District to conduct such background checks as it deems desirable to include, but not be limited to, inquiries to all law enforcement agencies, the Child Abuse Center Registry, Mississippi Sex Offenders Registry (or such registry of any other state), previous employers, references, credit bureaus, such other persons, businesses, bureaus, or agencies deemed appropriate by Coahoma County School District to determine my qualifications and ability for the position of Superintendent of the Coahoma County School District. I further authorize the Coahoma County School District to conduct the background checks described herein.

Should any information given by me on this application be false or incorrect, I understand, acknowledge, and agree that I may be eliminated from consideration for this position and should the same be discovered after I have been employed then I may be terminated from employment with the Coahoma County School District.

This application will not be considered complete without a signature. Your signature certifies that, to your best knowledge and belief, the information provided herein is complete and true and that you meet the board's published criteria.

(Signature of Applicant)

(Date)

Please forward this application, along with a letter of interest, a current résumé, an official transcript from each college or university you attended, and a copy of your administrative license to:

**Coahoma County School District
ATTN: Dr. Ilean Richards
1555 Lee Drive, Clarksdale, MS 38614**

**Emailed application packages should be sent to: irichards@coahoma.k12.ms.us
Subject line "Coahoma County Assistant Superintendent Search Application"**

Emailed application package documents must be in PDF format.

E-Transcripts will be accepted.