

Announcement of Vacancy

for the

Superintendent of Schools



1013 South Forest Ave.

Brazil, IN 47834

812-443-4461

<http://www.clay.k12.in.us>

Clay Community Schools

Our Mission

Clay Community Schools exists to meet the individual educational needs of the children of the community by providing a program to develop the skills necessary to earn a living and enjoy a high quality of life. Clay Community Schools shall develop and maintain a standard of excellence in its educational program and maintain a high level of expectation for each student's performance.

Our Location

Clay County is located in the central and western portion of Indiana, divided north and south by U.S. Highway 40 and Interstate 70. Brazil, the county seat, is located approximately fifty miles west of Indianapolis and fifteen miles east of Terre Haute. The county is divided east and west by Indiana Highway 59, which also divides the city of Brazil. The corporation provides educational programs for the students in ten townships in Clay County and one township in Parke County, including the communities of Bowling Green, Brazil, Carbon, Center Point, Clay City, Cory, Harmony, Knightsville, Lena, Mansfield, Poland and Staunton.

Our Board of School Trustees

The school corporation is directed by seven members on the Board of School Trustees: Mr. Thomas Reberger, President; Mr. Lynn Romas, Vice President; Mr. Charley Jackson, Secretary; Mrs. Andrea Baysinger, Assistant Secretary; Mrs. Amy Burke Adams; Mr. Ryan Keller; and, Dr. Michael Shaw. There are four district positions and three at-large positions.

Our Administration

Superintendent

Assistant Superintendent for Curriculum and Instruction

Director of Business Affairs/Treasurer

Director of Human Resources

Director of Special Services

Director of Technology

Director of Extended Services

Coordinator of Curriculum & Grants

Director of Health Services/Corporation Nurse

Our Philosophy

The Clay Community Schools' mission of education is to ensure that appropriate instruction is given to all students in order that they may realize their potential to function successfully as law-abiding, contributing and participating citizens of our democratic society.

The Corporation recognizes that it is entrusted with the most precious and valuable resources of the community, its children, and pledges all means available in providing for their educational welfare. It is concerned with the dignity, integrity, rights and self-esteem of all students so that they may take advantage of all provisions of the Schools regardless of race, creed, sex, economic status, disability, or cultural background. The Corporation is additionally concerned with the total development of each child including social, emotional, intellectual, physical, and artistic development.

Children differ from each other in a wide variety of attributes, such as their talents, interests, cultural background, life experiences, abilities, and the rate at which they learn. The Corporation recognizes these individual differences and the importance of relating instruction to each student's achievement, ability, and intellectual, social, emotional, physical and creative growth and development. Appropriate provisions shall be made for gifted and talented students as well as those students who experience physical, intellectual, or emotional disabilities.

The learning environment must reflect a genuine concern for students as individuals, their problems and needs, and their relationship to others. Order, structure, and discipline are necessary to a feeling of security and a successful climate of learning. This positive climate will allow the individual an optimum opportunity to develop a sense of self-confidence and motivation to learn and succeed.

The skills of reading, composition, computation and thinking are basic to the acquisition of knowledge and are of prime concern. Students shall be assisted by all means within Corporation resources to acquire these basic skills and progress as far as their talents, abilities, potential and motivation permit. It is the Corporation's intent to provide an educational program that will meet student needs and help them successfully meet the changing demands of the future. They will be encouraged to develop and apply the skills and tools that will engage them in lifelong learning.

The Corporation believes that it is necessary to help equip each student for informed and understanding participation in the democratic processes through which America is governed. As members of a democratic, capitalistic economic system, students should have instruction in the importance and interdependency of the various components of that system. The Corporation believes in encouraging and demonstrating pride in our community, state, nation, and in our individual and collective endeavors so that we may always strive to do our best.

Our Facilities

Our school corporation is composed of: seven elementary schools; one middle school; one junior/senior high school; one high school; one alternative school; and, a central administration office, as well as a bus compound/maintenance facility.

Clay City Elementary
Grades K-6
Built: 1957 Renovated 2010

Clay City Jr/Sr High School
Grades 7-12
Built: 1987

East Side Elementary
Grades PK-5
Built: 1957 Renovated 2010

North Clay Middle School
Grades 6-8
Built: 1998

Forest Park Elementary
Grades PK-5
Built: 1960 Renovated 2010

Northview High School
Grades 9-12
Built: 1988

Jackson Township Elementary
Grades K-5
Built: 1955 Renovated 2002

**Cumberland Academy Alternative
School**
Grades 7-12
Built: 2003

Meridian Elementary
Grades PK-5
Built: 1958 Renovated 2010

Staunton Elementary
Grades K-5
Built: 1955 Renovated 2010

Van Buren Elementary
Grades K-5
Built: 1953 Renovated 2010

Enrollment Information

Enrollment 8/30/2022: 4,132
ADM on 2-2-2022: 3901

Qualifications

The requirements listed below are representative of the knowledge, skills, and/or ability required for this position:

- Demonstrated leadership
- Manager of people
- Understanding of state standards, laws, and grants
- Strong understanding of curriculum
- Knowledge of best practices research
- Good organizer
- Financial knowledge and skills
- Knowledge of technology

Application Process:

The following items are to be provided:

- Personal letter of intent
- Completed application
- Current résumé
- Transcripts of all college work
- Copy of valid Indiana Superintendent's License, or a letter of eligibility
- At least three (3) letters of recommendation

Timeline:

- Applications will be accepted between September 1, 2022 - September 30, 2022.
- The review and selection process will begin in early October 2022.
- Assumption of duties on July 1, 2023.

Compensation and Terms:

The Board of Trustees will provide a three-year initial contract.

Salary: Compensation commensurate with experience

Health Insurance and benefits included.

Selection Process:

All applications will be treated confidentially if requested. Completed application and requested information should be emailed or mailed to:

Dr. Terry McDaniel
Department of Educational Leadership
Bayh College of Education
Room 317C
Terre Haute, IN 47809
E-mail: tmcdaniel@indstate.edu
Phone: 812-821-7252

CLAY COMMUNITY SCHOOLS

A GREAT PLACE TO LEARN & WORK

Application for Superintendent

Application Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip

Phone: _____ Email: _____

Present Position/School Corporation: _____

Years in This Position _____ Years in 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 Contract 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 Employment Record

(Please list the most recent first)

Position	Organization	Dates of Employment
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Graduate and Undergraduate Experience

(Please list the 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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Additional Candidate Information

If you are tentatively offered the Superintendent position, **Clay Community Schools** will complete an extensive 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 **Clay Community Schools** Board of School Trustees.

Clay Community Schools does not discriminate on the basis of the protected classes of race, color, national origin, sex (including sexual orientation, transgender status, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation's environment.

Application for Superintendent Questions

On a separate sheet, respond to each of the following questions/remarks in 300 words or less.
Attach your responses to the application

1. Describe your experience in budget and finance. How will you work to oversee the budget and provide sound finances for the future?
2. **Clay Community Schools** takes great pride in community involvement. It is vital that the superintendent be involved in community activities, both district-wide and county-wide. Describe how you will be involved, communicate, and be a leader in both district and county activities and organizations.
3. How will you maintain the integrity of **Clay Community Schools** while retaining current students and attract new students and families to the district?
4. Please describe your direct experiences and outcomes with contract negotiations.

Additional Application Information

Please answer the following questions

If you answer YES to any of the first five questions, please explain on a separate page. Include the date of the incident, the charge, the court action taken, the offense in question, and the address of the court involved.

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 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 have been convicted of any crime involving sexual abuse of any person or any 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 with 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 _____

Notice, Authorization, and Release

I understand that my application will be on file with **Clay Community Schools** for at least three (3) years and that materials accompanying this application become the property of **Clay Community Schools**.

I certify that I have made no misrepresentations or falsifications of these statements, answers, or included documents. I am also aware that should investigations disclose such, my application will be disqualified, my name removed from all eligible lists, and my future applications will not be accepted. I am also aware that falsification of this application or any accompanying data, may result in dismissal from any position at **Clay Community Schools**.

I authorize any person, agency, partnership, or corporation having any information concerning my background, educational records, or employment records to release such information. This information is to be used for possible employment with **Clay Community Schools**.

Furthermore, I agree that I have freely signed this document and have a copy of this Authorization and Release, whether it be a photocopy or otherwise and it shall have equal standing and import as if were the original.

Signature _____

Date _____

Professional Qualifications

Professional Qualifications and Selection Criteria:

- Central office experience or superintendent experience preferred.
- Building-level administration experience required.
- Strong working knowledge of community relations and willingness to be a visible leader in the community.
- Strong written and oral communication skills.
- Sensitivity to the total needs of all social, economic, and cultural backgrounds pertaining to students, parents, educators, and support staff.
- Visionary leader with high expectations and successful administrative experience.
- Willing and able to be a community leader.

Submittal Information

Submittal Requirements:

All applicants are expected to provide the following:

- Letter of Intent
- Resume
- Completed and signed application
- Response to all application questions
- Copy of valid Indiana Superintendent license or evidence of qualification
- College/University credentials and transcripts
- 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 Search Team members.
Contact: Dr. Terry McDaniel; tmcdaniel@indstate.edu or Phone: 812-821-7252

Please complete all application documents including the required signatures. Only complete applications (including all required applications documents) will be considered. All materials should be emailed to: Dr. Terry McDaniel at tmcdaniel@indstate.edu

Applications may also be sent by postal mail but must be received prior to the application deadline of **September 30, 2022**

Dr. Terry McDaniel
Department of Educational Leadership
Bayh College of Education 317C
Indiana State University
Terre Haute, IN 47809