



### 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 \_\_\_\_\_

### ***Professional Experience and Employment Record***

*(Please list the most recent first)*

Position

Organization

Dates of Employment

---



---



---

### ***Graduate and Undergraduate Information***

*(Please list the most recent first)*

Institution

Dates Attended

Major/Minor

Degree/Date

---



---



---

### ***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

---



---



---

### ***Application Questions***

*Samples*

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

*Attach your responses to the application.*

1. Why do you want to be superintendent of **Argos Community Schools**? What special strengths do you bring to our district? What unique skills and experiences define you as a superintendent?
2. Describe your experience in budget and finance. How will you work to oversee the budget and provide sound finances for the future?
3. **Argos Community Schools** are very proud of the level of community involvement. It is vital that the superintendent be involved in community activities, district-wide. Describe how you will be involved and be a leader in both district and county activities and organizations.
4. What is your vision and strategy for the district? Include how you will focus on improved academic performance for our students.
5. How will you maintain the integrity of **Argos Community Schools** while retaining current students and attract new students and families to the district?

6. As a superintendent, how would you market our school district? Please provide specific examples.

***Additional Application Information***

**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***

If you are tentatively offered the Superintendent position, **Argos 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 Board of School Trustees of **Argos Community Schools**

**Argos 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.

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

### *Samples*

- Central office leadership preferred and building-level leadership required.
- A minimum of three years of successful public school teaching preferred.
- Effective skills in communication, multitasking, collaboration, and marketing.
- Strong working knowledge of community relations and willingness to be a visible community leader.
- Approachable leader with demonstrated ability to motivate all members of the faculty and staff and embrace a culture of excellence and continued improvement.
- Values relationships as a foundation of the district, both internal and external.
- Possess the highest personal standards, good morals, ethics, honesty, commitment, and integrity.

## ***Submittal Information and 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 at [tmcdaniel@indstate.edu](mailto:tmcdaniel@indstate.edu) or 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](mailto:tmcdaniel@indstate.edu).

**Applications must be received prior to the application deadline of **September 27, 2024**.**