

Chartiers Valley School District

Position: Superintendent of Schools

Dear Applicant,

Thank you for accessing the Chartiers Valley School District's website and for your interest in the superintendent position. On the District's home page, you will see the tab marked 'Opening - Superintendent of Schools.' Please follow the process outlined on the district website for applying for the position and download the materials required to include in your **mailed** return packet. **Return a cover letter and this checklist of the items that you have included in your packet**

Be sure to include in your packet all materials identified in the Chartiers Valley School District Application Process:

- Cover Letter
- Completed Application
- Resume
- PA Certification(s) for the Position
- All Required Clearances /Background Checks, including but not limited to Pennsylvania State Police Background Check (Act 34), Child Abuse Clearance (Act 151), and FBI – Federal Criminal History Background Check (Act 144)
- Transcripts Undergraduate and Graduate
- Three (3) current letters of Reference

Please note that you will be able to access and complete the application responses online. However, your completed application must be downloaded and mailed to the District Solicitor, along with the other required documentation at the following address: *(No e-mail or electronic applications will be accepted)*

Rebecca Heaton Hall, Esq.
c/o Weiss Burkardt & Kramer
445 Fort Pitt Blvd, Suite 503
Pittsburgh, Pennsylvania 15219

Please direct any questions you may have about the application process or the position to:
Dr. Joseph C. Dimperio at jdimperio@cvsd.net

Sincerely,
Joseph C. Dimperio
Chartiers Valley School District
Interim Superintendent



CHARTERS VALLEY
SCHOOL DISTRICT | *Inspiring excellence.*

APPLICATION FOR SUPERINTENDENT

Date of application: _____

Personal Information:

Last Name

First

Middle

Street Address

City

State

Zip Code

Email: _____ Phone: _____

Salary Requirements: _____ (Please list specific amount)

Do you hold a current Pennsylvania Superintendent Letter of Eligibility? ____ Yes ____ No
Please attach a copy of your license or a letter stating you are eligible for the license from the Pennsylvania Department of Education

Type of Certification _____ Issuing State _____ Date Issued _____

Education History:

Undergraduate School: _____

Major/Minor: _____

Degree: _____

Graduate School: _____

Major/Minor: _____

Degree: _____

Administrative and/or Supervisory Experience:

District/School: Position Held: Dates of Employment: Supervisor:

Reason for leaving: _____

Teaching Experience:

District/School: Position Held: Dates of Employment: Supervisor:

Reason for leaving: _____

Other Employment:

Name: Job Title: Dates of Employment: Supervisor:

Reason for leaving: _____

Memberships/Honors/Publications:

Professional Honors Received:

Please list three (3) References - Name/Type of Acquaintance/Contact information:

*Additional References may be requested

Specific Areas of Professional Experience

Self-assessment of your strengths in areas: assess strengths on a scale of one to ten (Ten representing a wealth of experience)

Area	<u>Years Of Experience:</u>	<u>Self Assessment (1 to 10)</u>
1. Working with School Board President/ Board – Building/maintaining productive Board relationships:	_____	_____
2. Being a Team Player/Collaborative:	_____	_____
3. Ability to listen/Hearing others out:	_____	_____
4. Creating a Shared Vision/ Providing Inspired leadership	_____	_____
5. School Finance/Budget:	_____	_____
6. Building Maintenance / Construction:	_____	_____
7. Contract Negotiations:	_____	_____
8. Comprehensive Planning:	_____	_____
9. Student Achievement: Meeting National/State Standards:	_____	_____
10. Curriculum Development:	_____	_____
11. Staff Development/Recruit/ Train/Evaluation Staff:	_____	_____
12. Addressing Personnel Issues:	_____	_____
13. Technology Skills:	_____	_____
14. Working with special needs Students:	_____	_____
15. Extra-Curricular/ Athletics Activities:	_____	_____
16. Parent/PTA/PTO Relations:	_____	_____
17. Public Relations:	_____	_____

WRITTEN RESPONSE

Explain why you have applied to be the next Superintendent of the Chartiers Valley School District:

Explain why you believe that you are best suited to become the next Superintendent of the Chartiers Valley School District:

Describe your experience working in a school district the size and make-up of the Chartiers Valley School District.

GENERAL BACKGROUND INFORMATION

You must provide answers to all questions. If you answer ‘Yes’ to any questions, you must list **all** offenses. For each conviction, provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is **not** a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified by criminal history reports and employment history reviews.

Criminal offense includes felonies, misdemeanors, summary offenses, and convictions resulting from a plea of ‘nolo contendere’ (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice, or a magistrate which results in a fine, sentence, or probation.

You may omit the following: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Select YES or NO

- | | |
|---|-----------|
| Were you ever convicted of a criminal Offense? | Yes or No |
| Are you currently under charges for a criminal offense? | Yes or No |
| Have you ever forfeited bond or collateral in connection with a criminal offense? | Yes or No |
| Within the last ten years, have you been fired from a job for any reason? | Yes or No |
| Within the last ten years, have you quit a job after being notified that you would be fired? | Yes or No |
| Have you ever been professionally disciplined in any state?
(Professionally disciplined means the annulment, revocation, or suspension of your teaching, administrative, superintendent certificate, or having received letter of reprimand from an agency, board, or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.) | Yes or No |
| Are you the subject of any visa or immigration status which would prevent lawful employment in the Commonwealth of Pennsylvania? | Yes or No |

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. () 4904 relating to unsworn falsification to authorities.

Signature

Date

STATEMENT OF UNDERSTANDING AND AGREEMENT

Please read the following information carefully before signing:

My signature below indicates that I read, understand, and agree to the following:

- 1 I hereby certify that the information I have provided in this employment application is true and complete to the best of my knowledge. I understand that if I am hired, the discovery of any false information provided or any relevant information omitted (no matter when discovered) shall result in the immediate termination of my employment.
- 2 I authorize and instruct the Chartiers Valley School District (hereinafter referred to as CVSD) to make whatever inquiries it deems necessary of any person or organization that is not a consumer reporting agency to verify any of the information I provided in this application and to determine my qualifications and abilities.
- 3 In exchange for the CVSD agreement to receive, process, and consider my employment application, I hereby release the CVSD and any and all persons assisting or organizing the search process for the District or organizations contacted by the CVSD from any and all claims or causes of action arising out of CVSD's verification of the information I have provided in this application and/or its determination of my qualifications and abilities. I also understand that I have a duty to make complete and thorough inquiries as to the conditions in the CVSD if I wish to be employed there as the superintendent of schools.
- 4 I understand that if an offer of employment is made to me, it will be contingent upon my completion of an employment entrance physical examination to the satisfaction of the CVSD, I hereby consent to undergo a physical examination, which may include any and all tests and procedures determined by CVSD to help evaluate my suitability for employment.
- 5 I understand that if an offer of employment is made, I must be able to obtain and pass all required background checks and clearances, including, but not limited to, state criminal history clearance, child abuse certification, federal criminal history clearance, and an employment history review.
- 6 I understand that employment with CVSD will be based on a term contract and will continue only as long as the employee and CVSD both wish to continue.
- 7 I agree to provide verbal and written answers to several job-related questions at the time of the interview(s).

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. () 4904 relating to unsworn falsification to authorities.

Applicant's Signature _____

Date _____

CERTIFICATION

I have inquired and provided documentation to the Pennsylvania Department of Education and informed the Department of the institutions of higher learning that I have graduated from and/or attended for certification purposes for employment in the Commonwealth of Pennsylvania as a superintendent of schools. The department has informed me that these institutions are recognized as accredited by the Pennsylvania Department of Education and that I am eligible for a Pennsylvania Superintendent Letter of Eligibility.

If you have earned a doctorate, you must certify that your degree is from an accredited institution of higher learning recognized by the Pennsylvania Department of Education.

I understand that any false information that I have provided as to accredited institutions of higher learning I have attended/graduated from and certifications that I have provided in connection with acquiring the Superintendent position in Chartiers Valley School District if not recognized by the Pennsylvania Department of Education will be grounds for my dismissal and the termination of my employment with the Chartiers Valley School District.

My signature indicates that I have read, understood, and agreed to provide honest and truthful responses to the information requested in this entire application for employment as a superintendent of schools in the Chartiers Valley School District.

Applicant's Signature: _____

Date: _____