

KANNAPOLIS CITY SCHOOLS

Application Superintendent of Schools January 17, 2025



Applications are due by 5:00pm Eastern Standard Time, February 28, 2025, and must be submitted electronically to the Kannapolis City Board of Education's attorney, Rachel Hitch, Partner, Poyner Spruill LLP at rhitch@poynerspruill.com.

If you have any questions about or difficulty accessing this application, please call Rachel Hitch at (919) 783-1146.

An Equal Opportunity Employer

Date Submitted:

PERSONAL DATA

- Name:

Title Last First MI

- Other:

Title Last First MI

- Email Address:

Current Postal Address

Street Address

Apartment Number

City

State

Zip

Home / Cell Phone:

Daytime Phone

LICENSURE

Do you hold a valid superintendent license in North Carolina?

Yes No

If yes, please attach a copy to your application.

Do you hold a valid superintendent license or certificate in any other state(s), and if so, what state(s)?

Yes No

If yes, please attach a copy(ies) to your application.

If you do not hold any superintendent license, please explain your current licensure status.

EMPLOYMENT HISTORY

Describe your present employment.

Employer (include city and state where located):

Your title:

Beginning date of employment:

Number of students (in school system):

Number of employees you supervise:

Amount of budget you control:

Major responsibilities:

Please list in reverse chronological order all full-time positions, excluding your current position listed above, that you have held both within and outside the field of education. Please attach a resume to your application.

Employer (include city and state where located):

Your title:

Date employed (from):

Date employed (to):

Number of students (in school system):

Number of employees you supervised:

Amount of budget you controlled:

Reason for leaving:

Major responsibilities:

EMPLOYMENT HISTORY CONTINUED

Employer (include city and state where located):

Your title:

Date employed (from):

Date employed (to):

Number of students (in school system):

Number of employees you supervised:

Amount of budget you controlled:

Reason for leaving:

Major responsibilities:

Employer (include city and state where located):

Your title:

Date employed (from):

Date employed (to):

Number of students (in school system):

Number of employees you supervised:

Amount of budget you controlled:

Reason for leaving:

Major responsibilities:

EMPLOYMENT HISTORY CONTINUED

Employer (include city and state where located):

Your title:

Date employed (from):

Date employed (to):

Number of students (in school system):

Number of employees you supervised:

Amount of budget you controlled:

Reason for leaving:

Major responsibilities:

Employer (include city and state where located):

Your title:

Date employed (from):

Date employed (to):

Number of students (in school system):

Number of employees you supervised:

Amount of budget you controlled:

Reason for leaving:

Major responsibilities:

EMPLOYMENT HISTORY CONTINUED

Employer (include city and state where located):

Your title:

Date employed (from):

Date employed (to):

Number of students (in school system):

Number of employees you supervised:

Amount of budget you controlled:

Reason for leaving:

Major responsibilities:

Employer (include city and state where located):

Your title:

Date employed (from):

Date employed (to):

Number of students (in school system):

Number of employees you supervised:

Amount of budget you controlled:

Reason for leaving:

Major responsibilities:

EDUCATIONAL BACKGROUND

Below, please list in reverse chronological order all college and postgraduate institutions you have attended and attach an electronic copy (e.g. a scanned PDF) of the corresponding transcript. Certified transcripts are not required.

Institution:

Location:

Years of Attendance:

Degree Received:

Major/Minor:

Institution:

Location:

Years of Attendance:

Degree Received:

Major/Minor:

Institution:

Location:

Years of Attendance:

Degree Received:

Major/Minor:

EDUCATIONAL BACKGROUND CONTINUED

Institution:

Location:

Years of Attendance:

Degree Received:

Major/Minor:

Institution:

Location:

Years of Attendance:

Degree Received:

Major/Minor:

Institution:

Location:

Years of Attendance:

Degree Received:

Major/Minor:

PROFESSIONAL AND COMMUNITY ACTIVITIES

In order of importance to you, please list the professional organization(s) of which you are or have been a member:

Please list any professional awards you have received and publications you have written:

In order of importance to you, please list the community organization(s) of which you are or have been a member:

Please list any community awards you have received:

PART I: SHORT ANSWER

Please briefly describe any accomplishments or significant experiences you have had with each of the following programs or activities. Non-traditional candidates are encouraged to explain comparable experiences.

1. **Success in working with diverse populations**

2. **Fostering community relations and/or intergovernmental partnerships**

3. **Planning and funding school facilities**

4. **Financial planning, budgeting, and procuring additional funding**

5. **Instructional leadership**

6. **Organization planning and team building**

ADDITIONAL INFORMATION

Please attach any additional information you wish to share with the board that is not specifically covered in this application form and which you would like the board to consider as it evaluates your application (e.g., cover letter, news articles, etc.).

CRIMINAL AND EMPLOYMENT BACKGROUND INFORMATION

Have you ever been convicted of a crime as follows? Note, in accordance with state law, you are not required to disclose any arrest, charge, or conviction that has been expunged from the public record.

Felony

Misdemeanor

Traffic Offenses

If yes, please provide a brief explanation of the date and circumstances below or on an attached page. Note, in accordance with EEOC guidance, disclosure of such information will not be an automatic bar to employment.

Have you ever been dismissed, bought out, asked to resign from a position, or had a contract not renewed?

If yes, please provide a brief explanation of the date, position, employer, and circumstances below or on an attached page.

RELEASE AND CERTIFICATION

I hereby expressly authorize the Kannapolis City Board of Education and its agents and employees to make any investigation of my personal, financial, or employment history. This release expressly includes, but is not limited to, federal and/or state, criminal, law enforcement, or traffic records. I understand that I am not required to disclose any arrest, charge, or conviction that has been expunged from the public record. I also expressly give permission for the Kannapolis City Board of Education and its agents and employees to have access to any and all personnel records it may receive in connection with my application. I further authorize any former employer, person, firm, corporation, credit agency, administrative body, or governmental agency to give the Kannapolis City Board of Education, its agents, or employees any information they may have regarding me. In consideration of the review of my employment application by the Kannapolis City Board of Education, I hereby release the Kannapolis City Board of Education, its agents, and employees, and any and all providers of information to whom this is sent from any liability as a result of furnishing or receiving this information. I hereby authorize my previous employers to provide all information which they may have concerning my past employment and release them and the Kannapolis City Board of Education, its agents, and employees, as well as all previous employers from any potential liability resulting from the release of information. I also certify that I have read this information carefully and that the information I have given is correct and complete. I understand and agree that the falsification of any statement on this application, or in any personal interview, will constitute sufficient grounds for non-employment or dismissal.

Signed: _____

The Kannapolis City Board of Education does not discriminate in the hiring, tenure, or promotion of employees on the basis of race, religion, sex, national origin, disability, age, genetic testing and screening information, or veteran status.

COLLECTION OF PUBLIC INFORMATION

Thank you for submitting an application for the position of Superintendent of the Kannapolis City Schools. During the process of evaluating candidates, the Kannapolis City Board of Education, its agents, and employees may view and/or access information about applicants that is publicly available, including information that is publicly available on the Internet. The board will not use information from any such source to discriminate on the basis of race, religion, sex, national origin, disability, age, genetic testing and screening information, or veteran status or any other legally protected status.

By signing below, I acknowledge and agree that the board may view and/or access publicly available information about me, including information publicly available on the Internet, as part of its review of my application for the position of the Kannapolis City Superintendent of Schools. I further understand and agree that falsification of any publicly available information, explanation, or supporting documentation will constitute sufficient causal grounds for non-employment and/or dismissal.

Signed: _____