

# APPLICATION FOR SUPERINTENDENT OF SCHOOLS CARROLL COUNTY PUBLIC SCHOOLS

## PERSONAL INFORMATION

Name \_\_\_\_\_ Email \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Preferred phone \_\_\_\_\_ Other phone \_\_\_\_\_

## EDUCATION

Institution	Graduation Date	Degree
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## CURRENT EMPLOYMENT (If not currently employed, please provide information from last position in education.)

_____	_____
Titles	Dates

_____	_____
Employer	Phone

Address \_\_\_\_\_

_____	_____
Enrollment	Present Salary

Reason for leaving position \_\_\_\_\_

_____	_____
Name of immediate supervisor	Title

_____	_____
Business Phone	Home Phone



\_\_\_\_\_  
Name

**NARRATIVES**

**Exhibit I** of this application lists the characteristics the Board of Education has determined that an ideal candidate will need to possess to be successful in Carroll County. For the **first** and **second paragraphs**, comment on how the characteristics relate to your **experience** and **background**. Please limit each response to **400 words or less**.

**HireRight BACKGROUND CHECK AUTHORIZATION FORM**

An authorization form from HireRight Investigative Services, which must be completed and submitted with the application, can be found on the MABE website. This authorization will be used to conduct a comprehensive background check on at least the finalists for the position.

**FINANCIAL DISCLOSURE STATEMENT**

NOTE: The successful candidate will be required to file a financial disclosure statement no later than 30 days after appointment.

**RESUME**

Please submit a personal resume which includes information on all your previous full time work experience.

**APPLICANT CERTIFICATIONS**

I certify that all statements made on this application are true, accurate, and complete. As part of this application process, I authorize the district or its agents to conduct work history, reference checks, and criminal background checks and to contact the Maryland State Department of Education and receive information regarding my certification status. I understand that any misstatement or omission of information in this application or during the application process is grounds for ending the hiring process or dismissal if employed.

I have included resume \_\_\_\_\_, cover letter \_\_\_\_\_, completed application \_\_\_\_\_, reference letters \_\_\_\_\_, HireRight background authorization form \_\_\_\_\_, narrative responses \_\_\_\_\_ and copy of Maryland certificate (if applicable) \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A POLYGRAPH EXAMINATION OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Do not include additional materials unless requested. Additional materials will probably not be reviewed during the initial screening process. Applicants should not contact board members.**

# EXHIBIT I

## SUPERINTENDENT APPLICATION CARROLL COUNTY PUBLIC SCHOOLS

### CHARACTERISTICS To be used for narrative responses

#### THE IDEAL CANDIDATE WILL BE

A consensus builder, who through transparency and collaboration will work to communicate effectively and honestly with all stakeholders, will advocate for Carroll County Public Schools and will be visible and active in the schools and community.

A leader who will demonstrate a commitment to a culture of diversity and inclusion and has a proven track record of successfully using data to make decisions to improve academic achievement.

An experienced instructional leader with broad pre-k-12 experience who is a passionate advocate for all students; and who understands the unique characteristics of distinct communities within a county school system, is knowledgeable about current educational programs and the use of technology while ensuring safe and orderly schools.

A decisive leader, who respects, listens to, motivates and empowers staff; promotes accountability; recognizes success; holds high standards of ethics, integrity and honesty; expects those traits in others; and accepts ultimate responsibility.

A strategic planner with proven financial and budgeting skills who can assess needs, set priorities, and allocate resources to advance the system's goals and, with political savvy, can articulate the needs to the public and funding officials.

#### CRITERIA AND GENERAL INFORMATION

Maryland superintendent Certification is required

Doctorate or MBA preferred

Knowledge of the Maryland Education system, laws, funding, curriculum and assessment

Willing to relocate in Carroll County if not a current resident

Competitive salary and benefit package with a minimum salary of \$190,000.00. The amount of an offer will be dependent on the qualifications and experience of the applicant.

First consideration application reviews will end on January 16, 2018

Interviews will be conducted in February and March 2018

Position start date July 1, 2018

The position will remain open until filled

William T. Middleton, Lead Consultant

MABE Superintendent Search Service

621 Ridgely Avenue, Suite 300

Annapolis, MD 21401

410-841-5414

800-841-8197

Email: [wmiddleton@mabe.org](mailto:wmiddleton@mabe.org)

**EQUAL OPPORTUNITY EMPLOYER** – Carroll County Public Schools (CCPS) is firmly committed to creating equal employment and education opportunities for all persons with regard to its employment practices and in the provision of services, programs, and activities. CCPS does not discriminate on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, color, sex, sexual orientation, gender identity or gender expression in matters affecting employment or the provision of services, programs or activities in compliance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.