

Application for Superintendent of Schools

Charles County Public Schools

Personal Information

Name

Address

Email

Phone

Education

Institution

Graduation Date

Degree

Current Employment

Title

Dates

Salary

Employer

Phone

Enrollment

Address

Reason for Leaving

Name of Supervisor/Title

Please list links to any public social media/blog sites on which you participate.

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Other Employment Experience

Title	Dates	District & State	Enrollment

Maryland Superintendent Certification

Do you currently hold a Maryland Superintendent's Certificate? If yes, please include a copy of the certification

Yes No

If no, have you applied for Maryland certification?

Yes No

Note: **UNDER SPECIFIC CIRCUMSTANCES MARYLAND MAY RECOGNIZE SUPERINTENDENT CERTIFICATION FROM OTHER STATES.** It is the responsibility of candidates to provide proof of superintendent certification from the Maryland State Department of Education before final interviews. See 'Superintendent Search' on the [MABE website](#) for more information

References

Please give the names, addresses, and phone numbers of at least **THREE** individuals who are familiar with your professional experience. Additionally, please include current letters of recommendation from **TWO** other individuals (written within the last 12 months). Each of these references may be contacted before the initial interviews. As your candidacy moves forward, individuals other than those listed below may be contacted.

Name	Email Address	Phone

Background Information

Have you ever been involuntarily terminated, asked to resign, or reached a mutual decision with any employer or school board to vacate a contract?

Yes No

If yes, please attach a statement which gives the district, date, reason, and contact information for a person who can verify the statement

Is there anything in your personal life, professional background, or social media presence that could be a concern or embarrassment to you or the Board should it become public?

Yes No

If yes, please attach a statement that explains the situation

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Narratives

Exhibit 1 of this application lists the characteristics The Board of Education has determined that an ideal candidate will need to possess to be successful in Charles County. For the first bullet, comment on how the characteristics relate to your experience and background. *Please limit your 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 the applicants that proceed beyond the initial interview.

Financial Disclosure Statement

NOTE: The successful candidate will be required to file a financial disclosure statement before participating in the finalist's interviews. The Charles County financial disclosure form may be found on the [MABE website](#).

Resume and Other Work Experience

Please submit a personal resume, which includes information on all your previous full time and other work experience. Other work experience should include part-time work, consulting, Boards and Commissions, self-employment, or other work for hire in the last five years.

Applicant Certification

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:

_____ Cover letter
_____ Completed application
_____ Resume
_____ Reference letters (2)

_____ Narrative response
_____ Copy of Maryland certificate (if applicable)
_____ Signed copy of Hire Right authorization form

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 submits 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

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Exhibit 1: Characteristics to be used for narrative response

The Ideal Candidate is:

- An **experienced instructional leader** who has demonstrated success in improving student achievement by placing **all students first**, embracing technology, and understanding the challenges of a changing rural/suburban, economically and culturally diverse school system.
- A **consensus builder** who will listen and communicate effectively and honestly with all stakeholders, is able to build support for the public schools, and will be **visible and active** in Charles County schools and community.
- An innovative, transparent, open minded leader who is **committed to educational equity/diversity**, and will guide a high achieving school system by implementing strategies to **promote continued academic growth**.
- A **passionate advocate** with **superior interpersonal skills** who can successfully collaborate with a highly engaged and diverse community of students, parents, staff, educators, citizens, business partners, and elected officials.
- An administrator with **proven financial and budgeting skills** who will set priorities, assess needs, and direct the allocation of resources to advance the system's goals, and can articulate the needs to the public and funding officials.
- A **decisive administrator** who respects the role of the Board of Education, motivates and empowers staff, recognizes success, promotes accountability, is **committed to ethical decision making**, and accepts ultimate responsibility.

Criteria and General Information:

- Maryland Certification as superintendent is required.
- Doctorate preferred.
- At least 5 years administrative/executive level experience in public education.
- Knowledge of the Maryland education system, laws, funding, curriculum, and assessment.
- Must be willing to relocate to Charles County if not a current resident.
- Competitive salary and benefit package.
- Position start date July 1, 2021.
- Reviews of applications will begin as they are received. Filing deadline for first consideration is April 12, 2021. The position will remain open until filled.

William Middleton, Lead Search Consultant
MABE Superintendent Search Service
621 Ridgely Ave, Suite 301, Annapolis, MD 21401
410-841-5414 | wmiddleton@mabe.org

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 Coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event..