



HARTSELLE CITY SCHOOLS

ANNOUNCEMENT OF VACANCY SUPERINTENDENT OF EDUCATION

Hartselle City Schools
Hartselle, Alabama

The Board of Education for Hartselle City Schools, Hartselle, Alabama, seeks an outstanding educational leader to serve as superintendent beginning as early as August 1, 2017, and no later than September 1, 2017.

Job Title: Superintendent of Hartselle City Schools

Job Description: The Superintendent serves as the chief executive officer of the Hartselle City Board of Education. The Superintendent's duties include those prescribed for superintendents under the Alabama Code (§16-12-1, *et seq.*) and corresponding requirements and regulations established by the Alabama State Board of Education and the Hartselle City Board of Education. The Superintendent is responsible for implementation of Board policies and its approved goals and objectives. The Superintendent oversees and directs the effective operation of the District, including the general administration of all instructional, business, and other functions. The Superintendent advises and makes recommendations to the Board of Education respecting such activities, including policies and procedures deemed appropriate to the attainment of District goals and legal compliance. The Superintendent provides effective leadership for the District and maintains clear and consistent lines of communication with the Board, central office and school leadership teams, all District employees, parents, students, media and other stakeholders.

**Required
Qualifications:**

- General fitness and character appropriate to the position;
- Degree from a recognized four-year college or university;
- Certification or eligibility for certification in administration and recognized ability as a school administrator;
- A minimum of five years' successful experience in and general knowledge of public school administration;

- Such other minimum qualifications as may be established by statute or the State Board of Education;
- The applicant must be able to begin employment no later than September 1, 2017.

Desired Traits: The Hartselle City School Board seeks candidates who embody the following characteristics and qualities:

- **LEADERSHIP:** The superintendent will be committed to unite the community by implementing effective programs for every student. The superintendent will be dedicated to high standards and expectations for all students and be able to demonstrate a record of improving student learning including leadership in the effective expansion and application of technology to enhance the system's goals. The superintendent should have the ability to analyze, with the help of the professional staff, all instructional programs and innovative practices to determine whether the value of the programs meet students' needs and whether financial resources could be realigned to benefit more students. The board wants a strong leader who will work with the staff and the community to seek and provide an educational process that meets all accountability standards through innovative, creative learning approaches needed to provide students with 21st century skills including more career technical opportunities. The successful candidate should have demonstrated success in working with children in poverty from diverse backgrounds, children with special needs, and/or children facing issues impacting student success and continue to raise test scores with all students. Leadership in this community includes getting to know the faculty, staff, support personnel, students, and the community. The successful candidate will make Hartselle and its people their home.
- **COMMUNICATION:** The successful candidate will be a good listener and will be approachable and personal in interactions with all stakeholders both at the schools and in the community. The successful candidate must be able to communicate effectively with diverse audiences to cultivate and maintain trust and build consensus by bringing people together from all facets of the community. The successful candidate must be an inclusive person with an open-door policy for all constituents. Communication in this environment includes being visible in the schools and the community.
- **VISION:** The successful candidate will be a proactive and systematic thinker who understands complex organizations and economic shifts. The superintendent will work collaboratively with the staff and the community to assure the best strategies are utilized to increase student achievement and meet the education needs of all students. He/she will work to develop a long-range plan that implements the goals established in working with the school board and to lead the school system to efficiently and effectively assign its fiscal and human resources to priority initiatives and programs that benefit students and taxpayers. The board seeks a candidate who can lead development and implementation of a facilities improvement plan and who has the ability to delegate responsibilities to achieve maximum effectiveness.
- **MANAGEMENT:** The successful candidate will be a role model in all school system activities. He/she will be present, active and supportive of the education of the total child. As a manager, the successful candidate will enable others to act in a professional manner

in the daily operation of the system. The successful candidate will be an encourager as a manager and as a person in the shared responsibility for the success of each student and the school system. Management of the system includes knowledge of school law, successful analysis and implementation of the financial resources of the system, a strong background in curriculum and instruction, and knowledge of age appropriate discipline.

- **PERSONAL QUALITIES:** The Hartselle City Board seeks a highly visible, energetic, courageous, collaborative leader who is a champion for public schools and is committed to doing the best for all students. The superintendent will have the insight and empathy to work harmoniously with the board, staff, political entities, parents, business leaders, and the various and diverse constituencies that make up the community. The successful candidate will be known for his/her fairness, high integrity and character, and be respected as a leader who can engage, motivate, and manage a progressive school system and staff while highlighting the many positive aspects of the school system to internal and external audiences.

Salary Range:

The minimum salary for the position is \$120,000 plus benefits, but is negotiable based on the successful candidate's experience and proven track record of success.

Application Information:

The applicant is requested to print, sign and submit an application on the approved form (available at www.hartselletigers.org) with a cover letter, resume, and at least four professional references by e-mail to: Hartselle.Superintendent@LanierFord.com

or by mail to:

**Hartselle City Superintendent Search
c/o Lanier Ford
2101 West Clinton Ave., Suite 102
Huntsville, Alabama 35805**

In addition, a verified transcript from the institution that granted the applicant's highest degree must be requested by the applicant and sent directly by regular mail or by e-mail to:

Hartselle.Superintendent@LanierFord.com

For additional information, please contact Woody Sanderson at (256) 535-1100, or WWS@LanierFord.com.

DEADLINE FOR APPLYING: ALL APPLICATIONS FOR THE POSITION MUST BE RECEIVED IN THE OFFICE OF LANIER FORD BY THE CLOSE OF BUSINESS 5 P.M. CENTRAL DAYLIGHT TIME ON JUNE 30, 2017. APPLICANTS ARE *STRONGLY* URGED TO PERSONALLY VERIFY TIMELY SUBMISSION OF THEIR APPLICATION MATERIALS.

Posting of Notice: This notice is made, published and posted all in accordance with Title 16-12-1,

Code of Alabama, 1975; Title 16-22-15, Code of Alabama, 1975. This notice shall be posted at www.hartselletigers.org and in a conspicuous place by the Principal of each of the six schools, in District work areas/sites and at the Central Office of the Board of Education located at 305 College Street, NE in the City of Hartselle, Alabama at least thirty (30) calendar days before the position is to be filled. The Hartselle City Board of Education is an equal opportunity employer.

Timeline: The Board of Education has established an anticipated timeline for the search to fill the Superintendent position. The timeline is attached to this notice and also may be found at www.hartselletigers.org.

Background Check Required:

A background investigation is required for consideration for this position. These investigations may include, but are not limited to, an analysis of public and private documents, contact with former employers and verification of employment, education and credentialing, information from background check providers, contact with professional references, and other pertinent information. Your signature on the application is authorization for Hartselle City Schools, its legal counsel, and his agent, The MOSES GROUP, LLC to conduct a background investigation as described above including a credit history report. Your signature on the application is your acknowledgment that information revealed from the background investigation may be used for determining eligibility and qualification for pre-employment consideration and for continued employment, if hired. Any information gathered will be provided to Applicant by Lanier Ford upon written request in accordance with the Fair Credit Reporting Act (FCRA).

The Hartselle City Board of Education reserves the right to waive nonmaterial defects or discrepancies in applications; to verify, clarify, or obtain additional information regarding applicants, including relevant background information; and to consider qualified candidates who have not participated in the formal application process described above.

Description of the Town of Hartselle

Hartselle is student-focused and the community of 14,500 residents. Parents are actively involved in the schools and extremely supportive of the school system. Financial stability, community involvement, and dedicated teachers, staff and principals are the strength of Hartselle City Schools. An outstanding leader with vision is necessary to continue to move this progressive system forward into the future.

Hartselle has a small town feel but offers outstanding choices in recreation. There is an 80-acre recreation oasis in the middle of the city which features a civic center and park featuring full-sized basketball courts, a racquetball court, lighted tennis courts, lighted baseball fields, lighted soccer fields, lighted walking trails, and the area's first disc golf course. A new aquatic center ~~was~~ opened in 2012, which provides a zero entrance, splash pad, lazy river, and regulation sized competitive swimming lanes.

The area behind the civic center is home to the John Mark Stallings Special Needs Accessible Playground (SNAP) of Morgan County. The purpose of the playground is to provide an area where ALL children can play.

The Burleson Center, located on College Street, next-door to the Hartselle Board of Education, is a community service organization that offers an environment to promote education, creation, and appreciation of fine arts while preserving and improving the historical F. E. Burleson building. The College Street Players perform several productions each year.

Description of Hartselle City Schools, ranked as #8 school system in Alabama by Niche.com

The elementary schools (PreK-4th) are Alabama Math, Science, and Technology Initiative (AMSTI) sites, which offer a variety of academic opportunities where students are consistently exceeding state standards in all grades and in all areas. Programs such as Leader in Me, Project Lead the Way, Alabama 1st Class Pre-K in each school, extended-day sessions, gifted courses, music in all grades, third grade violin classes, and OGAP Math, STEM curriculum are a few examples of why Hartselle's standardized test scores are among the best in the state. All three elementary schools have Alabama Certified Outdoor Classrooms and each one has earned the coveted Blue Ribbon Lighthouse School of Excellence status. Barkley Bridge Elementary has been named a National Blue Ribbon School and F.E. Burleson Elementary has been named a National Green Ribbon School and CLAS Banner School.

Hartselle Intermediate School opened in 2013. This campus is made up of fifth and sixth grades. This has been a successful transition for Hartselle. We have implemented programs such as Liberty's Legacy Super Citizen Program. HIS students can choose from gifted, chorus, art, and band as electives.

Hartselle Junior High School, consists of seventh and eighth grades. Junior high students have the opportunity to participate in high-achieving academic and extra-curricular activities. Students are able to get involved through art, shop, home and personal management, business education, clubs, and Student Leadership Teams. HJHS students have successfully competed at district, state, and national levels in Scholar's Bowl, Stock Market games, Robotics, Toy Challenge, band, chorus,

and sports. Hartselle Jr. High's faculty has completed Stephen Covey's "Seven Habits for Highly Effective People" and every student will complete this course before leaving eighth grade.

Hartselle High was named as Niche.com's #1 safest school in Alabama and #15 high school in the State of Alabama. The U. S. News and World Report's ranking of America's best high schools recently awarded the Silver Award to Hartselle High School recognizing it as one of America's best high schools. Hartselle High was also named to the College Board AP Honor Roll for such high student participation and success in the Advanced Placement program. Hartselle High offers students elective courses in eight career academy pathways: Agricultural, Business and Marketing, Education, Law, Medical, Fine Arts, and Information Technology academies. Students consistently compete in regional and state competitions and receive superior ratings in chorus and band, while the competitive sports teams have brought home recent state championships in football, baseball, volleyball, softball, and golf. With almost 80% of the graduating seniors going on to post-secondary education, senior classes are consistently offered millions of dollars in college scholarships. Hartselle High School is proud of our four National Merit Finalists and one Commended Scholar from the Class of 2017.

School Campuses

Hartselle City Schools is a diverse city school system that serves approximately 3,400 students while currently operating 3 elementary schools, 1 intermediate school, 1 junior high school, and 1 high school. The schools have earned District Accreditation from SACS/AdvanceEd.

The unique asset that sets Hartselle apart from other schools in the area is our parental and community support. With active PTO, PTSO, and Booster organizations in each school, adult participation is visible from listening to student readers in kindergarten to supportive crowds at high school sporting events – at home and away. Our community involvement is second to none!

To learn more about Hartselle City Schools, visit:

Website: www.hartselletigers.org

To learn more about the City of Hartselle, visit www.hartselle.org

Hartselle City Schools
Superintendent Search Timeline

May 31, 2017	BOE approves Notice of Vacancy and Superintendent Search Timeline and Process
June 1	Notice is posted
June 1 – June 30	Applications received
June 22	School System Staff Engagement Meeting (Tentative)
June 27	Community Engagement Meeting (Tentative)
June 30	Notice period closes – Deadline for receipt of applications
July 1 – July 14	Field of Applicants narrowed to finalists
July 18	BOE meeting – announce finalists
July 24 – July 28	Finalist Interviews
August 1	BOE meeting to appoint Superintendent