**NOTICE OF VACANCY IN THE POSITION OF SUPERINTENDENT OF EDUCATION**

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**Job Title:** Superintendent of Piedmont City Schools

**Job Description:** The Superintendent serves as the chief executive officer of the Piedmont 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 Piedmont 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 is expected to begin employment on or about May 15, 2017;
* The Superintendent’s school-age children are expected, but not required, to attend Piedmont City Schools unless there are extenuating circumstances.

**Desired Traits:** The City of Piedmont Board of Education is seeking a leader with strong interpersonal and leadership skills to manage the system effectively and efficiently. Desired traits include:

* Strong organizational and leadership skills;
* Strong financial management skills and experience;
* Demonstrated ability to work with people who have varying backgrounds and interests;
* Ability to delegate effectively;
* Good character, high moral standing, and personal integrity;
* Ability to communicate effectively with the Board, elected officials, District personnel, parents, students, media and other stakeholders;
* Commitment to long range planning;
* Analytical and problem solving expertise and skill at making data-driven decisions;
* Ability to evaluate personnel and programs effectively.

**Salary Range:**  The salary range for the position is $120,000 - $142,000 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 submit a cover letter, resume, and at least three professional references by e-mail to: ahunt@alanhunt.com (preferred)

 Or by mail to:

**Alan Hunt LLC, Attorney**

**c/o Superintendent Search**

**126 S. Center**

**Piedmont, AL 36272**

**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: ahunt@alanhunt.com**

For additional information, please contact Alan Hunt LLC, Attorney (256) 447-0055

**DEADLINE FOR APPLYING: ALL APPLICATIONS FOR THE POSITION MUST BE**

**RECEIVED IN THE OFFICES OF ALAN HUNT, LLC BY THE CLOSE OF BUSINESS 4 P.M. CENTRAL STANDARD TIME ON APRIL 10, 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.piedmont.k12.al.us](http://www.piedmont.k12.al.us) and in a conspicuous place by the Principal of each school and at the Central Office of the Board of Education located at 502 W Hood Street, Piedmont, AL at least thirty (30) calendar days before the position is to be filled. The Piedmont City Board of Education is an equal opportunity employer.

**Background Check:**

A background investigation may be 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, verification of employment, education and credentialing, information from background check providers, contact with professional references, and other pertinent information. Your signature on your cover letter is authorization for Piedmont City Schools, its legal counsel, and his agent, Alan Hunt LLC to conduct a background investigation as described above including a credit history report. Your signature on your cover letter 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 Alan Hunt LLC upon written request in accordance with the Fair Credit Reporting Act (FCRA).

**The Piedmont 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.**

**Contact Name: Alan Hunt LLC**

**Phone: (256) 447-0055**