



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 January 1, 2023, and no later than March 3, 2023.

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;
- Master's degree from a recognized four-year college or university;
- 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 March 1, 2023.

**Preferred
Qualifications:**

- Doctorate degree from a recognized college or university program.
- Experience as a Superintendent, Assistant Superintendent, and/or secondary school level principal.

Other Traits: The Board is seeking a leader with strong interpersonal, organizational and leadership skills to manage the system effectively and efficiently. The successful candidate will be required to reside in Hartselle. K-12 school-age children of the Superintendent are expected to attend Hartselle City Schools, absent extenuating circumstances. Other desired traits include:

- Maintain, develop and implement diverse educational opportunities, built an academic fundamental, for all students;
- Develop and document a strategic plan for 1) student achievement at all grade levels, 2) staffing and 3) safety, technology and facilities;
- Maintain and manage a team and operational cadence for day-to-day instruction, extra-curricular and support functions;
- Develop and maintain a high performing leadership team with cognizance of succession planning;
- Define a hierarchical organizational structure, communicate that structure to the whole team and delegate effectively;
- Demonstrated financial management skills and experience;
- Communicate effectively with students, parents, the community, the board, city government, elected officials, media, fellow educational leaders and other stakeholders of Hartselle City Schools;
- Promote the district and encourage engagement;
- Good character, high moral standing, and personal integrity;

Salary Range: The salary range for the position is \$155,000 - \$225,000, plus benefits. Salary is negotiable based on the successful candidate's educational attainment, 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 OCTOBER 10, 2022. 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.

By August 30, 2022

- Board approves Notice of Vacancy

September 1, 2022

- Vacancy Notice is posted

September 1 through October 10, 2022

- Applications received by Board Attorney
- Establish Board-preferred Interview procedure and questions

October 10, 2022

- Deadline for receipt of all applications

October 10 through October 26, 2022

- Field of applicants narrowed to finalists

October 26, 2022 through November 4, 2022

- Background checks conducted on finalists

November 7-10, 2022

- Board of Education meeting to announce finalists

November 14-18, 2022

- Interviews

November 29, 2022

- Board of Education meeting to appoint Superintendent

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.

To learn more about Hartselle City Schools, visit:

Website: www.hartselletigers.org

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