

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

Job Title: Superintendent of Muscle Shoals City Schools

Job Description: The Superintendent serves as the chief executive officer of the Muscle Shoals 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 Muscle Shoals 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 July 1, 2020.

Salary Range: The salary range for the position is \$130,000 - \$145,000

Application Information:

The applicant is requested to print, sign and submit an application on the approved form (available at www.mscs.k12.al.us) with a cover letter, resume, and at least three professional references by e-mail to: MuscleShoals.Superintendent@LanierFord.com (preferred). or by mail to:

Muscle Shoals 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:

MuscleShoals.Superintendent@LanierFord.com

For additional information, please contact Taylor Brooks at (256) 535-1100 or TPB@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 STANDARD TIME ON MARCH 30, 2020. 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.mscs.k12.al.us and in a conspicuous place by the Principal of each school, in District work areas/sites and at the Central Office of the Board of Education located at 3200 S. Wilson Dam Road, City of Muscle Shoals, Alabama at least thirty (30) calendar days before the position is to be filled. The Muscle Shoals 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 may also be found at www.mscs.k12.al.us

Background Check: 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, 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 Muscle Shoals 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. The Applicant will be notified in accordance with the Fair Credit Reporting Act (FCRA) before any employment decision is made if based on information in the report and any information gathered will be provided to the applicant by Lanier Ford upon written request. .

The Muscle Shoals 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.

Muscle Shoals City Schools
Superintendent Search Timeline

February 27, 2020	Board of Education approves Notice of Vacancy, Superintendent Search Timeline, and Process
February 28, 2020	Notice of Vacancy is posted
February 28 – March 30	Applications received
March 30, 2020	Notice period closes
March 30 at 5:00 pm	Deadline for receipt of applications
April 7, 2020	Field of applicants narrowed to three finalists
April 9-16, 2020	Interviews of three finalists
April 20, 2020	Board of Education selects new Superintendent at Board Meeting