

Job Title: Superintendent of Elba City Schools

Job Description: The Superintendent serves as the chief executive officer of the Elba 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 Elba 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 School 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 after November 1, 2024;
- The successful candidate will be preferred to reside in the Elba, Alabama, area. The Superintendent's school-age children are preferred, but not required, to attend Elba City Schools unless there is extenuating circumstances. These issues remain subject to negotiation by the Board with the candidate.
- Have prior years administrative experience, preferably a broad range of elementary and secondary experience;

- Demonstrate ability in group dynamics and in working with people who have varying backgrounds and interests;
- Possess ability to view all aspects of issues and deal fairly when views differ from his/her own;
- Demonstrate knowledge of school finance;
- Demonstrate knowledge of educational research and methods of research;
- Posses ability to delegate;
- Hold an Alabama certificate in administration and supervision;
- Posses good character, high moral standing and integrity;
- Posses any other qualifications that the Board deems necessary and proper;
- Have three (3) years of successful educational experience as a teacher, principal, supervisor or superintendent during the five (5) years immediately preceding his/her selection;

Desired Traits:

Salary Range:

The minimum salary for the position is \$110,000.00 up tp \$125,000.00 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 attached herewith with a cover letter, resume, and at least three (3) professional references by email to

Hon. L. Merrill Shirley, Esq.
Attorney at Law
SHIRLEY LAW FIRM
Post Office Box 408
Elba, Alabama 36323
merrill@shirleylawoffice.com

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.

For additional information, please contact The Shirley Law Firm at 431 North Court Street, Elba Alabama 36323 phone: 334-897-5775 or email: merrill@shirleylawoffice.com .

DEADLINE FOR APPLYING: ALL APPLICATIONS FOR THE POSITION MUST BE RECEIVED IN THE OFFICE OF HON. L. MERRILL SHIRLEY, ESQ., BY THE CLOSE OF BUSINESS 5:00 P.M., CENTRAL STANDARD TIME ON JULY 25, 2024.

JULY 25, 2024
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 within the community and in a conspicuous place by the principal of each of the schools, in District work areas/sites, and at the Central Office of the Board of Education located at 131 Tiger Drive in the City of Elba, Alabama, at least thirty (30) calendar days before the position is to be filled. The Elba 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.elbaed.com.

Background Check Required:

A background investigation is required for consideration for this position. This investigation may include, but is 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 Elba City Schools, its legal counsel, and his/her agent, 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 back ground 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 Shirley Law Firm upon written request in accordance with the Fair Credit Reporting Act (FCRA).

The Elba City Board of Education reserves the right to waive non-material 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.

ELBA CITY SCHOOLS

SUPERINTENDENT SEARCH TIMELINE

06/24/2024	BOE approves Notice of upcoming Vacancy
06/24/2024	BOE approves Superintendent Search Timeline and process
06/24/2024	Notice is posted in public area
06/27/2024	Application packages received
06/24/2024	BOE research and stakeholder outreach AASB, NSBA, SSA, PTA Council, Written Comments, BOE staff, Work Session with public comments
07/25/2024	Notice period closes
07/25/2024	Deadline for receipt of Applications
08/08/2024	(on or about) Field of applicants narrowed to finalists
08/15/224	(on or about) Board President - announce finalists
08/22/2024	Interviews
09/17/2024	BOE meeting to appoint Superintendent

NOTE: Must notify will end no more than three(3) years terms to be negotiated.

**ELBA CITY SCHOOL BOARD OF EDUCATION
SUPERINTENDENT SEARCH**

This form, when completed and mailed as provided below, will serve as a preliminary statement of interest for being considered for the position of Superintendent of Education for the Elba City School System, Elba, Alabama. By submitting this form, the undersigned applicant agrees to have his/her credentials and background reviewed by the Elba City School Board of Education, pursuant to an agreement between the Elba City Board of Education and its attorney. The undersigned understands that the attorney, in his initial screening, will verify the credentials of each applicant, and further understands that before he/she is certified to the Board as a candidate, this form and any other file materials will remain in the possession of the attorney and will not be furnished to the Board. Once the attorney determines an applicant to have a completed application and that the applicant meets the qualifications set forth by the Board, the attorney's office will contact the applicant to verify receipt of the application and ask the applicant's permission to allow the application to move forward in the selection process. If a person is, with his/her permission, certified to the Board as a candidate, all file materials will be submitted by the attorney to the Board and will become Board property. State law may require that such materials be available for public inspection. State law also requires that any applicant interviews be conducted in public. An electronic version of the application for superintendent is available at www.elbaed.com

This statement of interest and all supporting documentation are due no later than 5:00 P.M. on **Thursday, July 25, 2024**, and should be sent to the following:

Elba City Board of Education
Superintendent Search
The Shirley Law Firm
ATTENTION: L. Merrill Shirley
P.O. Box 408
431 North Court Street
Elba, Alabama 36323
merrill@shirleylawoffice.com

PERSONAL INFORMATION

Name _____

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Cell phone _____

Email Address _____

PRESENT EMPLOYER INFORMATION

Present
Employer _____

Address _____

Phone _____ Title of Current
Position _____

Years in this Position _____ Current Salary _____

Are you under contract at present? _____ Your school system's 2020-2021 budget \$ _____

Number of schools _____ Number of employees _____ Student
enrollment _____

Percent of decline _____ or increase _____ in student enrollment during the past five
years.

How many employees report directly to you? _____

CERTIFICATE

Do you or are you entitled to hold an Alabama Superintendent's
Certificate? _____

Types of
certification _____

(Attach a copy of current certificate- a copy from your state's Department of Education website is
acceptable)

CREDENTIALS

Please request an official transcript from the college or university that granted your highest degree. Request the transcript be forwarded directly from the institution to: Elba City School Board of Education, Superintendent Search, THE SHIRLEY LAW FIRM, ATTENTION: L. Merrill Shirley, P.O. Box 408, 431 North Court Street, Elba, AL 36323.

EMPLOYMENT HISTORY

Please list all full-time experience both within and outside the field of education. List most recent employment first and continue in reverse chronological order. (Use an attachment if necessary.)

DATE OF SERVICE	POSITION/DUTIES	ORGANIZATION ADDRESS	SIZE/UNIT	REASON FOR LEAVING	ENDING SALARY

Have you ever failed to be rehired? _____ If so, Where? _____

When? _____ Why? _____

Do you have objections to your present or previous employers being contacted for reference purposes? _____ If yes, explain _____.

EDUCATIONAL AND PROFESSIONAL TRAINING (Use an attachment if necessary.)

NAME OF INSTITUTION	ADDRESS	MAJOR/MINOR	DATES ATTENDED		DEGREE
			FROM	TO	

HONORS AND ACTIVITIES (Use an attachment if necessary.)

List publications or research (including doctoral dissertation) projects.

List experience, service, and leadership positions in working with professional, civic, community, governmental, or quasi-governmental boards, authorities or other organizations.

List fellowships, scholarships and professional honors.

OUTSIDE INTERESTS AND HOBBIES (Use an attachment if necessary.)

MAJOR CAREER ACCOMPLISHMENTS (Use an attachment if necessary.)

EDUCATION PHILOSOPHY

Provide a short commentary describing your view of the elements of a successful school system. (Use an attachment if necessary.)

APPLICANT'S STATEMENT

Why do you want to be Superintendent of Education for the Elba City School System? (Use an attachment if necessary.)

REFERENCES

Please list the names of at least three individuals, one of whom should be a recent employer or supervisor, one leader in your community not necessarily connected with education, and one educator who does not reside in your community.

NAME	POSITION	ADDRESS	TELEPHONE	
			Home	Business

ADDITIONAL INFORMATION

1. Do you understand that because of the nature of the position for which you are applying, that the school system may require a background check, including a search of fingerprint, or other criminal records and credit history? Yes No
2. Do you agree and consent for such background search and investigation to be conducted and agree to hold the school system and all officials, representatives and employees of the foregoing harmless from all claims for libel, slander, invasion of privacy, intentional infliction of emotional distress and similar claims? Yes No
3. Have you ever been convicted of any crime, entered a plea of guilty or nolo contendere or any similar criminal or quasi-criminal determination or adjudication, other than minor traffic violation? Yes No
(If the answer is "Yes," on a separate attachment, state the name and address of the court, the date of the alleged offense(s) and nature of the allegations, a description of the charges and an explanation of the final action taken, including any fines, probation, imprisonment, first offender adjudication or similar disposition.)
4. Would you object to a Board visit to your community? Yes No

RESUME (Please attach resume.)

I certify that the foregoing statements are true and correct and authorize you to investigate all references listed and to secure additional information if necessary.

Date

Signature

NOTICE: Any false information knowingly given on this application is a ground for disqualification as an applicant or dismissal from the position.

For additional information please contact Mr. L. Merrill Shirley, Board Attorney, 334-897-5775.

Submissions due by 5:00 P.M. on Thursday, July 25, 2024.

The Elba City School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The Elba City School System is an E-Verify Employer.