

**COFFEE COUNTY 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 Coffee (Alabama) County School System. By submitting this form, the undersigned applicant agrees to have his/her credentials and background reviewed by the Coffee County Board of Education, pursuant to an agreement between the Coffee County 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.coffeecountyschools.org.

This statement of interest and all supporting documentation are due no later than 5:00 P.M. on **Friday, May 28, 2021**, and should be sent to the following:

Coffee County Board of Education
Superintendent Search
Marsh & Cotter, LLP
ATTENTION: James Tarbox
P.O. Box 310910
Enterprise, Alabama 36331-0910

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: **Coffee County Board of Education, Superintendent Search, Marsh & Cotter, LLP, ATTENTION: James Tarbox, P.O. Box 310910, Enterprise, AL 36331-0910.**

Transcripts will be accepted through the close of business on Thursday, June 3, 2021, to allow for institutions to process an applicant’s request.

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 Coffee County 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. James Tarbox, Board Attorney, 334-347-2626 or Mrs. Kendra Thomas, Board Secretary, 334-897-5016. **Submissions due by 5:00 P.M. on Friday, May 28, 2021.**

The Coffee County 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 Coffee County School System is an E-Verify Employer.