



# Application for Superintendent

## APPLICANT INFORMATION

Full Name: \_\_\_\_\_ Date \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State Zip Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Present Position/School Corporation \_\_\_\_\_

Pupils Enrolled \_\_\_\_\_ Elementary Schools \_\_\_\_\_

Total Certified Staff \_\_\_\_\_ Intermediate Schools \_\_\_\_\_

Total Classified Staff \_\_\_\_\_ Middle/Jr. High Schools \_\_\_\_\_

Annual District Budget \_\_\_\_\_ Senior High Schools \_\_\_\_\_

Do you hold a valid Indiana Superintendent's License? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

## PRESENT CONTRACTUAL RELATIONSHIP

Length of Present Contract \_\_\_\_\_ Expiration Date \_\_\_\_\_ Date Available \_\_\_\_\_

Buy-out Clause \_\_\_\_\_ Current Salary \_\_\_\_\_ Board Paid Annuities \_\_\_\_\_

Life Insurance Face Value \_\_\_\_\_ Travel Allowance \_\_\_\_\_

Long Term Disability Yes \_\_\_\_\_ No \_\_\_\_\_ Dental Insurance Yes \_\_\_\_\_ No \_\_\_\_\_

Vision Insurance Yes \_\_\_\_\_ No \_\_\_\_\_ Health Insurance Yes \_\_\_\_\_ No \_\_\_\_\_

Other Insurance or benefits \_\_\_\_\_

## PROFESSIONAL EXPERIENCE AND/OR EMPLOYMENT RECORD

*(Please list most recent first)*

Position

Organization

Dates of Employment

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## UNDERGRADUATE AND GRADUATE EDUCATIONAL EXPERIENCE

*(Please list most recent first)*

Institution

Dates Attended

Major/Minor

Degree/Date

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## PROFESSIONAL LEADERSHIP

*Please list four (4) professional organizations in which you have been most active  
(List offices held, awards, etc.)*

Professional Organization

Offices Held

Responsibilities

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## APPLICATION FOR SUPERINTENDENT QUESTIONS

*(On a separate sheet, respond to each of the following questions/remarks in 300 words or less per question.)*

1. Goshen Community Schools' Mission Statement is "Inspiring Innovation, Empowering Potential, Enriching the World." Describe your philosophy of leadership and educational practice and how those would integrate with the above Mission Statement.
2. Goshen Community Schools' Board of School Trustees has supported the implementation of various programs most notably, International Baccalaureate Curricula, Project-Based Learning, and Career and Technical Education. Describe your opinions and experience with these methods of instruction.
3. The Goshen Community Schools' Board of School Trustees and the current superintendent have assembled a dynamic, resourceful, and passionate staff of central office and building administrators who are committed to our Community and District. Describe your experience with guiding and nurturing administrative staff to be able to move forward in their knowledge and careers.
4. Goshen Community Schools is one of the largest employers within our district boundaries. The superintendent is expected by our constituency to be involved within the community as a leader and resource. Describe community leadership activities in which you have been active and indicate the nature of each activity and community impact.
5. Goshen Community Schools has achieved the highest graduation rate in Elkhart County as it strives to become Indiana's premier global school district of choice. We have a diverse student body with unique strengths and challenges. Describe your experience of improving individual school and school district academic performance and eliminating student achievement gaps.
6. List and describe any experience you possess regarding building/renovation projects. Please list the overall cost for each project described.

## ADDITIONAL APPLICATION INFORMATION

1. Are you presently being investigated or under a procedure or process to consider your discharge for misconduct by your present employer?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual conduct with another person, mishandling of funds, or other criminal conduct?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Have you ever pleaded guilty or no contest to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Have you ever been convicted of a misdemeanor and/or felony, or ever entered a plea of guilty or a plea of no contest, or has any court deferred further proceedings with entering a finding or guilty, or placed you on probation for a crime?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Are you eligible to work in the United States of America?

Yes \_\_\_\_\_ No \_\_\_\_\_

**If you answered “yes” to any one of the first five questions, please explain on a separate page. Include the date of the incident, charge, court action taken, the offense in question, and the address of any court involved.**

## ADDITIONAL CANDIDATE INFORMATION

Goshen Community Schools’ policy 1422.02 – NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE states that the Board prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify applicants or employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of the person as an employee, based on genetic information. Harassment of a person because of genetic information is also prohibited. Likewise, retaliation against a person for identifying, objecting to, or filing a complaint concerning a violation of this policy is prohibited.

The Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Applicants and employees are directed not to provide genetic information, including their individual’s family medical history, in response to necessary requests for medical information, with the exception that family medical history may be provided as part of the certification process for FMLA leave, or when an employee is asking for leave to care for an immediate family member with a serious health condition.

If you are tentatively offered the Superintendent position, Goshen Community Schools will complete an extended background investigation prior to making the final offer of employment. If you are tentatively offered the position, you will be required to complete the authorization for an Indiana and National Background Check and submit the signed document by a date directed by the Goshen Community School’s Board of School Trustees.

I understand that my application will be on file in the Goshen Community Schools’ Corporation Office for one (1) year, and all materials accompanying this application become the property of the Goshen Community Schools.

I certify that there are no misrepresentations or falsifications of these statements and answers. I am also aware that should investigations disclose such, my application may be disqualified, my name removed from all eligible lists, and my future applications may not be accepted. I am also aware that falsification of this application, or any accompanying data, may result in my dismissal from any position with the Goshen Community Schools.

I authorize any person, agency, partnership, or corporation having information concerning my background, educational records, or employment records to release such information. This information is to be used for possible employment with the Goshen Community Schools.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I also agree that I have a copy of this Authorization and Release, whether it be a photocopy, or otherwise, shall have equal standing and import as if it were the original.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PROFESSIONAL QUALIFICATIONS AND SUBMITTAL INFORMATION

### *Professional Qualifications and Selection Criteria:*

- ❖ Central office and/or superintendent experience preferred;
- ❖ Successful building level administrative experience and a minimum of three years of teaching experience is preferred;
- ❖ Effective skills in communication, multi-tasking, collaboration, and marketing;
- ❖ Strong working knowledge of community relations and willingness to be a visible leader in a diverse community;
- ❖ Approachable leader with demonstrated ability to motivate highly qualified personnel;
- ❖ Working knowledge of successful program evaluation, school finance, school law, collective bargaining, and selection and retention of staff;
- ❖ Possess the highest personal standards, good morals, ethics, honesty, and integrity.

### *Submittal requirements:*

All applicants are expected to provide the following:

- Letter of intent
- Completed and signed application
- Copy of valid Indiana Superintendent's License or evidence of qualification
- College University credentials and transcripts
- Response to questions
- Three (3) current letters of reference (two years or less)

Directions for submitting applications and credentials:

Inquiries related to this application should be directed to the University Superintendent Search Team members. Contact:

Dr. Lynn E. Lehman, - [lelehman@bsu.edu](mailto:lelehman@bsu.edu), phone – 317.385.4122

Please complete all application documents, including all required signatures. Candidates should be advised that to complete the form as a fillable PDF, it may have to be saved and then opened in Adobe Reader. All supporting documents should be signed and dated.

**Due to the uncertain impact of the coronavirus on university closures, candidates are instructed to email all documents and application forms as a PDF attachment to Dr. Lynn E. Lehman at [lelehman@bsu.edu](mailto:lelehman@bsu.edu) AND print all documents and mail the application forms with all supporting materials to the address below.**

Dr. Lynn E. Lehman  
Department of Educational Leadership  
Teachers College, Room 911  
Ball State University  
2000 West University Avenue  
Muncie, Indiana 47306

The deadline for submitting an application is September 22, 2020. Documents must arrive at the designated location by 12:00 p.m. (EST) on September 22, 2020.

The anticipated starting date is January 1, 2021.