

# Winfield City Board of Education

P.O. Box 70

Winfield, Alabama 35594

website: [www.winfield.k12.al.us](http://www.winfield.k12.al.us)

[boe@winfield.k12.al.us](mailto:boe@winfield.k12.al.us)

Phone: (205)487-4255

Fax: (205)487-4603

Terrell Kirkpatrick  
Superintendent

## Superintendent Search Winfield City Board of Education

Winfield, Alabama

January 19, 2010

The Winfield City Board of Education is seeking candidates for the position of superintendent who are highly qualified and committed to upholding the standards of excellence, which characterize Winfield City Schools. The position requires high energy, appreciation for diversity of cultures and behavior that conveys the highest level of honesty and integrity. This position upholds a proven record of educational and community leadership, a commitment to implementing a broad range of educational experiences for students and a reputation for supporting administrators and staff.

**Qualifications: Must have at least five (5) years of successful administrative experience as a principal, supervisor or superintendent. Experience in a very challenging position will be noted. A doctorate is helpful but not required. The successful candidate will be expected to reside within the city limits of Winfield.**

*Statement of Interest* forms may be requested by calling the Board of Education office, by written notification or by request through the website. ***Statement of Interest forms must be postmarked by March 1, 2010, with plans to interview finalists following screening and determination of those to be interviewed. No electronic applications will be accepted.*** All files must contain an official transcript sent to Winfield City Schools directly from the institution that granted the highest degree. College placement files **do not** constitute an official transcript. If needed, candidates are encouraged to obtain information concerning certification in the state of Alabama from: *Dr. Jane E. Meyer, Director of Teacher Education and Certification.*  
*Phone: 334-242-9935.*

The Board will direct a review of the credentials and background of the persons submitting statements of interest. Following this initial screening by a Board appointed screening committee, certain persons will be identified and contacted to ascertain if they continue to have an interest in the position and wish to become an applicant. State law may require that all materials be made available for public inspection, and state law may require that these interviews be conducted in public. The Board may interview some or all of the candidates certified as applicants. The selection of finalists for interviews will be made and scheduled by the Board.

The vacancy is expected to be filled on or before July 1, 2010. However, the Board will offer to the successful applicant compensation for orientation and observation prior to his/her taking office on July 1, 2010.

A preliminary statement of interest, on the form provided, and supporting documents and official college/university credentials must be postmarked by March 1, 2010, and sent to:

**Superintendent Search**  
**William H. Atkinson, Board Attorney**  
**P.O. Box 1080**  
**Winfield, AL 35594**  
www.winfield.k12.al.us  
Phone: (205) 487-4848  
FAX: (205) 487-4890  
E-mail: **boe@winfield.k12.al.us**

All files must contain an official transcript sent to **Search Committee, William H. Atkinson, Board Attorney, P.O. Box 1080, Winfield, Alabama 35594** directly from the institution that granted the highest degree. College placement files do not constitute an official transcript.

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**Email [boe@winfield.k12.al.us](mailto:boe@winfield.k12.al.us)**

Date Posted: January 19, 2010

The Winfield City Board of Education is seeking to identify highly qualified candidates for the position of **Superintendent**. Candidates must be committed to upholding the standards of excellence which characterize the Winfield City School System. Interested parties should forward a completed application, resume, and supporting documentation **by mail** to the **Board Attorney, William H. Atkinson, P.O. Box 1080, Winfield, Alabama 35594**. Applications may be secured through the system website, [winfield.k12.al.us](http://winfield.k12.al.us). Question may be directed to the Winfield City Board of Education at [boe@winfield.k12.al.us](mailto:boe@winfield.k12.al.us).

## **Title: Superintendent of Education – Winfield City Schools**

### **Qualifications:**

**Candidates should possess qualities which demonstrate the following;**

- Evidence of visionary education leadership;
- Knowledge of school finance, the Foundation Program, and strong managerial skills to maintain sound financial and administrative policies;
- Curriculum development skills to maintain a broad curriculum that meets the varied needs of all students;
- Knowledge and skills to develop and lead a highly effective instructional program;
- High standards of ethics, integrity, and personal conduct;
- Knowledge of educational research and methods of research;
- The ability to view all aspects of issues and deal fairly when views differ from one's own;
- Human relations skills that inspire harmony, high morale and team building among the staff, community, and Board;
- Ability in group dynamics and in working with people who have varying backgrounds and interests;
- Ability to collaborate, use input, make decisions promptly;
- The ability to delegate authority;
- Ability to prioritize needs and responsibilities for self and others;
- Demonstrate the ability, through leadership, to maintain an exemplary level of student and staff management;
- Demonstrate excellence in communication and collaborative skills.
- Be proficient in all levels of planning (short-range, long-range, and strategic);
- Lead in the procurement of and leadership in the use of technology in the system.

- Emphasize a strong program of student, staff and program assessment;
- Demonstrate efficiency in school and system organizational skills

**Salary is negotiable**

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*Applications for the vacancy listed above will be selected on the basis of qualifications, merit, and professional ability. No person shall, on the grounds of race, color, disability, sex, religion, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.*

# WINFIELD CITY SCHOOLS

WINFIELD CITY BOARD OF EDUCATION

## SUPERINTENDENT SEARCH

**PLEASE READ THE FOLLOWING STATEMENT CAREFULLY:** This form, when completed and mailed as provided below, will serve as a preliminary statement of interest in being considered for the position of Superintendent of the Winfield City (Alabama) School System. By submitting this statement, the undersigned agrees to have his/her credentials and background reviewed by the Winfield City Board of Education. If a person is, with his/her permission, certified as an applicant, all file materials will become Board property. State law may require that such materials be available for public inspection. State law may also require that any applicant interviews be conducted in public.

*This statement of interest should be sent to:*

### Superintendent Search

William H. Atkinson, Board Attorney

P.O. Box 1080

Winfield, AL 35594

Phone: (205) 487-4848

Fax: (205) 487-4890

E-Mail: [boe@winfield.k12.al.us](mailto:boe@winfield.k12.al.us)

### I. PERSONAL INFORMATION

Name \_\_\_\_\_  
Last First Middle  
Present Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone Number ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Home Office

### II. PRESENT EMPLOYER INFORMATION

Present Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number ( ) \_\_\_\_\_ Title of Position \_\_\_\_\_  
Years in this Position: \_\_\_\_\_ Are you under contract at present? \_\_\_\_\_  
How many employees report directly to you? \_\_\_\_\_ Current Salary \$ \_\_\_\_\_  
Do you hold or are you eligible for the Alabama superintendent's credential? Yes \_\_\_ No \_\_\_

### III. 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 any objections to your present or previous employers being contacted for reference purpose?\_\_\_\_  
If yes, please explain. \_\_\_\_\_

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

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NAME OF INSTITUTION	ADDRESS	MAJOR/ MINOR	DATE ATTENDED FROM	TO	DEGREE
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**V. CREDENTIALS**

Please request an official transcript from the college or university that granted your highest degree. Request the transcript to be forwarded directly from the institution to: Superintendent Search, William H. Atkinson, Board Attorney, P.O. Box 1080, Winfield, AL 35594; Phone (205) 487-4848; Fax (205) 487-4890 or E-Mail: [boe@winfield.k12.al.us](mailto:boe@winfield.k12.al.us).

**VI. LIST HONORS AND ACTIVITIES (Use attachment if necessary).**

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**VII. MAJOR CAREER ACCOMPLISHMENTS (Use attachment if necessary).**

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**VIII. REFERENCES**

Please list the names of three (3) individuals who know your professional work and qualifications.

Name \_\_\_\_\_ Position \_\_\_\_\_

Present Address \_\_\_\_\_

Residence Telephone (\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Present Address \_\_\_\_\_

Residence Telephone (\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Present Address \_\_\_\_\_

Residence Telephone (\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

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**IX. ADDITIONAL INFORMATION**

If you answer yes to any of the following, please attach an explanation.

- a. Do you have any objections to a request for your credit rating? \_\_\_\_\_
- b. Would you object to a Board visit to your community? \_\_\_\_\_
- c. Do you object to a criminal background check? \_\_\_\_\_

**X. EDUCATION PHILOSOPHY (Use an attachment).**

Write, in your own handwriting, a short (one page) commentary describing your view of the elements of a successful school system.

**XI. 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 statement of interest is a ground for dismissal.

The Winfield City Board of Education does not discriminate against any person on the basis of disability, sex, race, religion, national origin, color, or age in any of its educational or employment programs or activities.

**XII. SEARCH PROCEDURES**

1. Consultant committee will screen all who have filed statements of interests.
2. Consultant committee will recommend candidates to the Board for possible interviews.
3. Board will select finalists as applicants to be interviewed by the Board.
4. Any applicant under consideration may be requested to participate in additional interviews.
5. The Board will finalize its decision as soon as possible.