

APPLICATION INSTRUCTIONS – SUPERINTENDENT

To be considered an official applicant to the Webster County School District, the following must be completed:

1. **APPLICATION FORM** – Completed, dated, and signed.
2. **RESUME** – Resume must contain complete work and educational histories
3. **VISION/GOALS/STRATEGIES** for the Webster County School District – This must be no more than a one page document.
4. **TRANSCRIPTS** – Include all college and/or university work.
5. **RECOMMENDATIONS** – At least three (3) letters of recommendations received from those listed on the application. Unless otherwise directed in writing, these recommendations are confidential and the applicant waives the right of review.
6. **INTERVIEWS** – After the above information has been evaluated, the applicants who receive the highest rating will be invited for personal interviews.
7. Depending on the number of applications received and also time and fiscal constraints, you may not be contacted unless you are invited for an interview. Your understanding will be appreciated.
8. **IF SELECTED for EMPLOYMENT**, you must furnish the Webster County School District with verification of prior experience, if applicable. You will be subject to a background check mandated by the Mississippi Legislature 2000 session.

Your application is greatly appreciated.

SCREENING PROCESS FOR SELECTION OF SUPERINTENDENT

I. PLACE APPLICATION ON FILE

A. Place application on file with Webster County School District

Jim Keith
1018 Highland Colony Parkway, Suite 800
Ridgeland, MS 39157

B. Mail the completed and signed application that includes the following:

1. Complete Application
2. Resume
3. Vision/Goals/Strategies Document
4. Transcripts of all college/university work received
5. Recommendations
6. Copy of Mississippi School Administrator License

C. Present or former employees must complete the same process of employment that is required of all other candidates.

II. EVALUATION OF APPLICANT DOCUMENTS BY WCSD and MSBA

A. A representative(s) will evaluate **complete** packets.

B. Based upon the credentials mentioned above, candidates will be scheduled for screening interviews.

III. INTERVIEW WITH Webster County School District BOARD OF TRUSTEES

Selected applicants will be contacted with instructions to interview with the Board.

SUPERINTENDENT EMPLOYMENT APPLICATION

Jim Keith

1018 Highland Colony Parkway, Suite 800

Ridgeland, MS 39157

Date of Application: _____

Name _____
Last First Middle/Maiden

Social Security # _____ Date of Birth _____

Present Address: _____

_____ City State Zip

_____ Telephone Email _____

Permanent Address _____
Street

_____ City State Zip

_____ Telephone Email _____

Mississippi Certificate # _____ Class _____ Type _____ Expiration Date _____

List names of four employment references, including principals (present and/or past), supervisors, and superintendents
Please give correct addresses, which are legible and complete.

NAME	ADDRESS	POSITION	TELEPHONE

List professional activities and honors obtained throughout your career

What professional organizations are you affiliated with?

Are you presently under contract with any school system? YES NO

If yes, what school system? _____ Until _____

What is the earliest date you can begin work here?

Have you ever been asked to resign, been discharged, or failed to be reemployed for a teaching or administrative position? YES NO

If yes, give details _____

Have you ever been convicted of an offense other than a misdemeanor? YES NO

If yes, explain _____

Note: Please attach a resume and a one-page document that describes your vision, goals and strategies for reaching these goals for the **Webster County School District**.

READ CAREFULLY

The information contained herein is true and represents me accurately. If employed, I agree to abide by all the policies approved by the Board of Trustees and will cooperate fully with the in-service programs for professional improvement. I agree that any omissions or false statements will constitute reasons for dismissal.

Applicant's Signature

Date

Webster County School District DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, RELIGION, COLOR, NATIONAL ORIGIN, AGE, OR HANDICAP