

# Monroe-Gregg School District

## APPLICATION FOR SUPERINTENDENT OF SCHOOLS

### Monroe-Gregg School District

135 South Chestnut Street

Monrovia, IN 46157

317-996-3720

Fax: 317-996-2977

[www.m-gsd.org](http://www.m-gsd.org)

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Name (Last)

(First)

(Middle)

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Home Address (Street)

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City, State, Zip

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Telephone Number

Alternate Number

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Business Address (Street)

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City, State, Zip

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Business Telephone Number

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Current Position

Length of Service: \_\_\_\_\_ Current Corporation: \_\_\_\_\_ years Current Position: \_\_\_\_\_ years

Number of Students Enrolled \_\_\_\_\_

Number of Certified Staff \_\_\_\_\_

Number of Schools and Levels or Grade Configurations \_\_\_\_\_

Assessed Valuation of District \_\_\_\_\_

District Annual Budget \_\_\_\_\_

Number of Staff Responsible to you \_\_\_\_\_ Administrators \_\_\_\_\_

Do you hold a valid Indiana Superintendent's License? \_\_\_\_\_

License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

What other valid Indiana certificates do you hold? \_\_\_\_\_

Current contractual relationship \_\_\_\_\_

Length of present contract \_\_\_\_\_ Expiration Date \_\_\_\_\_

Date Available \_\_\_\_\_ Current Salary \_\_\_\_\_

Should this application be treated as confidential with your current employer? \_\_\_\_\_

**Education:**

High School Name \_\_\_\_\_ Location \_\_\_\_\_

College or University \_\_\_\_\_ Dates Attended \_\_\_\_\_ Location \_\_\_\_\_ Major/Minor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Professional Experience and/or Employment (Begin with most current):**

Position \_\_\_\_\_ Organization \_\_\_\_\_ Size \_\_\_\_\_ Dates \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**References:** List the names of persons who know your work. Please request at least three letters of reference be forwarded to the same address to which you send this application.

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| Name | Position | Address | Contact Number |
|------|----------|---------|----------------|
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| Name | Position | Address | Contact Number |
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| Name | Position | Address | Contact Number |
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**Recognition, Honors, Awards, and Publications:**

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**Professional Associations and Activities:**

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**Community Activities:**

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**Background Information:**

Have you ever been or are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your previous employer because you were under investigation for misconduct?  Yes

Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?  
 Yes  No

Have you ever resigned from a prior position without being asked, but under the circumstances involving your employer's investigation of your sexual contact with another person, of mishandling funds or of criminal conduct resulting in a conviction or criminal penalty?  Yes  No

Have you (a) ever been convicted of a crime, other than a minor traffic offense, or (b) ever entered a plea of guilty or a plea "No contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?  Yes  No

If you answered yes to any questions, explain the circumstances on a separate sheet of paper and attach it to this questionnaire. In your explanation include the date of the charge, the court action, the offense question, and the address of the court involved where applicable.

My signature below constitutes authorization to check my employment history in accordance with IC 5-2-5 including, without limitation, evaluation, criminal arrest and conviction record checks, and release of investigator information possessed by any private or public employer or any state, local, or federal agency. I further authorize those persons, agencies or entities the Monroe-Gregg School District contacts in connection with my employment application to fully provide the Monroe-Gregg School District any information on the matters set forth above. I expressly waive in connection with any request for, or provision of, such information any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Monroe-Gregg School District, its agents and officials, or against anyone who provides such information.

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

**Application Questions:**

*Please answer the following questions on a separate sheet and include it with your application:*

1. Identify and detail your three most significant educational accomplishments followed by why you want to be superintendent of the Monroe-Gregg School District.
2. List the strengths, talents, and skills you possess as a successful superintendent/administrator. Describe how these qualifications match the needs of Monroe-Gregg School District.
3. What is the superintendent's role in ensuring that the building level administrators have support, knowledge, skills and material resources to maximize student achievement?
4. List some of the most important factors upon which one must focus to maximize student achievement. As a superintendent, what is your role relative to these factors.
5. How does a school system ensure adequate revenue versus expenses during these economic times? How would you describe your fiscal management style? Describe your experience in budget and finance.
6. Describe your direct experiences and outcomes with contract negotiations; in addition, please describe other experiences and the outcomes from your work with the classroom teachers' association.
7. Describe how you have engaged the community to increase educational opportunities for students.
8. Describe how you would use the knowledge, ideas, talent, experience, expertise, and community contacts of your board members in their service to the corporation.
9. What knowledge or experience do you have with new and or different curriculum and delivery structure (e.g., Pre- School, Early College) for the elementary, junior high and high school levels?

**Submit Application to:**  
Monroe-Gregg School District  
135 South Chestnut Street  
Monrovia, Indiana 46157  
(317) 996-3720 Fax: (317) 996-2977

**Application materials must include:**  
Completed application  
Letter of Interest  
Response to questions  
Resume  
Three letters of reference  
Official transcript showing degree(s)  
Copy of Indiana superintendent's license