

Greenfield Central Community School Corporation

Vacancy Announcement

Superintendent of Schools



Mission

The Mission of Greenfield Central Schools, in partnership with parents and community, is to effectively prepare students to be lifelong learners and contributing members of a changing world.

The Greenfield Central Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, color, race, religion, sex, handicap condition, or national origin including limited English proficiency in any employment opportunity.

Our Corporation

Greenfield Central Community School Corporation is a four-tiered school system: Four (4) Elementary Schools - Grades K-3, Two (2) Intermediate Schools - Grades 4-6, One (1) Junior High School - Grades 7-8, and One (1) High School - Grades 9-12 educating 4,625 students. Our schools are staffed with 562 quality teachers and support personnel.

Greenfield Central is one of six school corporations in Hancock, Madison and Shelby Counties which jointly provide special education programs through the Hancock Madison Shelby Educational Services special education cooperative. The Greenfield Central Community School Corporation Superintendent serves on the governing Board for the special education cooperative.

Corporation Statistics

Total Tax Rate (2013)	\$1.4489		General Fund	\$29,091,483
Capital Projects Fund	\$6,016,432		Transportation Fund	\$2,265,078
Debt Service	\$11,772,669		Bus Replacement Fund	\$361,589
Rainy Day Fund	\$1,550,000		Pension Debt	\$538,197
Assessed Valuation	\$1,097,235,229			

The Community

The population served by the school system is a very diverse adult and student population. It is an educated community with a median family income of \$61,540 which is the 6th highest county in the State of Indiana. A variety of industries ranging from farming/agriculture, automotive to warehouse, manufacturing to healthcare, pharmaceutical research to newspaper publishing also consider Hancock County home.

Our school community continues to go through a number of transitions caused by significant changes in the demographics of the area. A number of new industries have been added to the area as well as new housing additions either in the planning stage or in the process of being built. These factors are changing the make-up of the school corporation and providing new challenges for teachers and administrators.

Board of School Trustees

The five-member Board of School Trustees (school board) is elected to serve overlapping four year terms. The school district is divided into four regions with one at large position. School board members reside within the school boundaries and are elected in the November general election and organize in January of each year. Current officers are:

Mrs. Retta Livengood	...	President (<i>Term concludes December, 2014</i>)
Mr. Ray Kerkhof	...	1st Vice President
Mr. Steven Menser	...	2nd Vice President (<i>Term concludes December, 2014</i>)
Mr. Dan Leary	...	Secretary
Ms. Kathy Dowling	...	Assistant Secretary

Qualifications

Current Indiana Superintendent's License; Degree: EDS Minimum; Doctorate in Educational Administration is preferred.

Cognitive Requirements

The position requires significant cognitive effort to plan and carry out duties. Strong organizational, leadership and technological skills are necessary. Decisions and actions frequently must occur with minimal time for reflection. Situations faced often involve complex interpersonal communications. Solutions require integration of information and considerable judgment. How a decision is communicated is often as important as the actual message.

Contract Length

260 working days per year

Compensation & Terms

Compensation will be competitive & commensurate with experience.

Job Performance Responsibilities

The Superintendent is the chief executive officer of the School Corporation. He/she shall act in accordance with the policies, rules and regulations as established by the Board of School Trustees and laws and administration regulations of the State of Indiana.

Responsibilities

Policy and Contract Administration

- The Superintendent will coordinate a management team consisting of all administrative personnel.
- The Superintendent shall be the professional advisor to the Board of School Trustees in the formulation of policies for the school system and shall execute the policies adopted by the Board of School Trustees. He/she shall have the responsibility to make rules and regulations to govern routine matters of School Corporation operation.
- The Superintendent shall make sure that Corporation policies are administered fairly and consistently throughout the Corporation. He/she will also carry on policy evaluation and revision and make recommendations to the Board for proposed changes.
- The Superintendent shall advise the Board of School Trustees during the formulation and execution of all contracts entered into by the Board of School Trustees and School Corporation.

Planning

- The Superintendent helps to establish both short and long-range goals for the Corporation. He/she fosters new ideas, acts as a catalyst for change and innovative thinking and accepts accountability for the overall effectiveness.
- The Superintendent shall establish and maintain an organizational system with clearly defined lines of authority and responsibility for all members of the school staff and shall be responsible for the proper administration of the schools within this framework.
- He/she shall assume full responsibility for making all recommendations to the Board of School Trustees on all phases of school operation. He/she will solicit input from the staff.
- The Superintendent shall be responsible for the planning and use of all school facilities and will be responsible for the control and supervision of all school buildings, grounds, and equipment, subject to the policies and regulations adopted by the Board of School Trustees.
- The Superintendent shall recommend plans for long-range maintenance program for renovations of the school property and for new construction, and he/she shall be responsible that all such plans, once approved by the Board of School Trustees are properly executed.
- He/she shall keep the Board of School Trustees informed of the School Corporation's progress toward achieving its goals and objectives.

Budgeting And Financial Planning

- The Superintendent is responsible for the preparation of and administration of a School Corporation budget. It will be prepared and administered in compliance with Board policy and state law.
- Budget information will be prepared for presentation to the Board of School Trustees.

Supervision And Evaluation

- The Superintendent will ensure that a staff supervision and evaluation program is carried out throughout the Corporation.
- He/she shall assume complete responsibility for the evaluation of personnel who report directly to him/her and review the evaluation of all other administrators and teaching personnel of the Corporation.
- The Superintendent or his/her designee shall provide supervision of all instruction and the control and management of all pupils.

Staff Relations

- It is the responsibility of the Superintendent that positive personnel practices are carried out within the Corporation.

- The Superintendent shall make recommendations to the Board regarding the employment and promotion of all personnel.
- Communication shall be maintained between the Superintendent and all employees and will keep the Board apprised when necessary.

Staff Recruitment And Development

- The Superintendent or delegated staff member shall be responsible for recruitment, selection and assignment of all employees needed by the School Corporation.
- He/she shall work with the Corporation in-service committee on the development, maintenance, and operation of a constructive program of in-service training and education for all employees of the school system.

School/Community Relations

- The Superintendent will ensure that the Corporation maintains positive school-community relations. This will be a cooperative effort between the Board, administrators, teachers and support staff.
- The Superintendent and the staff will keep the parents and the community apprised of the status of the schools and their programs.
- The Superintendent will serve as an advocate for students and their educational programs.
- The Superintendent will establish a relationship with local, state, and if possible national leaders to advocate for the interests of the Greenfield Central School Corporation

Curriculum

- It is recognized that the curriculum of the School Corporation is the most important part of the program. The Superintendent and his/her staff will make sure that the Corporation maintains the highest academic level possible for the students.
- He/she shall prepare, or have prepared for his/her approval, the content of each course of study in the Corporation curriculum and keep the Board apprised of the Corporation curriculum.
- He/she shall prepare, or have prepared for his/her approval, the content of each course of study in the Corporation curriculum, and shall keep the Board apprised of changes in the curriculum and seek its approval for major changes.

Discipline

- It is the Superintendent's responsibility to make certain that fair and equal treatment of all employees and students is maintained throughout the Corporation.
- The Superintendent shall ensure that policies and procedures are established for students' rights, responsibilities and discipline.
- Employee discipline will be administered fairly and consistently in accordance with all policies, contracts and laws.
- Suspension of employees or students may be made at any time by the Superintendent. He/she may recommend to the Board of School Trustees dismissal of employees and expulsion of students.

Communication

- The Superintendent shall relate to staff members, parent groups, agencies of the community and other educational agencies.
- The maintenance of both internal and external communications are the responsibility of the Corporation Administrator.
- The Superintendent shall keep the Board of School Trustees apprised of the success of policies adopted, the general condition of the school system, and problems requiring Board of School Trustees consideration.
- The Superintendent shall notify all members of the Board of School Trustees of all regular and special meetings, and attend all meetings of the Board of School Trustees.
- The Superintendent shall post notification of all Board and Committee meetings.
- The Superintendent shall keep the Board of School Trustees apprised of the status of all litigation.

Application Procedure

Notice of the vacancy is being provided to selected college and university placement offices and officials of various educational and professional organizations. Persons wishing to be considered for this position should complete an application and submit the following supplemental material:

- A. Letter of intent detailing qualifications, experience, and reason for interest in this position.

- B. A current résumé and copy of valid Indiana Superintendent's license.
- C. A list of four persons who will serve as references and can be presently contacted.
 - a. *Include names, titles, business, and home addresses, and telephone numbers.*
- D. College or university transcripts and professional credentials.
 - a. *The applicant is responsible for arranging to have college or university placement papers forwarded as an essential part of the application materials at or before the deadline.*

Interest applicants may either:

- a. Complete the secure online application @ <https://mas.gcsc.k12.in.us/superintendent> or
- b. Contact the Greenfield Central CSC Attorney for an application packet if you wish to complete a hard copy of the application.

Mr. Dan Strahl, Attorney
Greenfield Central CSC
PO Box 581, 8 West Main Street
Greenfield, IN 46140
317-462-8848
Email: lawoffice@strahlapple.com

Applicants are asked not to contact the Board of School Trustees or School Administrators.

All applications will be treated confidentially. Please return completed application and supporting documentation to the attention of Mr. Dan Strahl at the above address.

Anticipated Timeline

- 1. The deadline for applications is October 15, 2013.
- 2. Interviews are tentatively scheduled for the week of October 21, 2013.
- 3. The official announcement and appointment of the new Superintendent is anticipated to be made at a Board of School Trustees meeting in November, 2013.
- 4. A transition period to work with the current superintendent will begin as agreed to with the successful candidate.
- 5. The successful candidate will begin service on July 1, 2014.

The University Team is working with the Greenfield Central Community School Corporation Board of Education in the search for the next superintendent. You may direct questions to any University Team Member:

Dr. Lynn Lehman, Ball State University – llehman@bsu.edu

Dr. Robert Boyd, Indiana State University- Robert.boyd@indstate.edu

Dr. Betty Poindexter, Indiana University – bepoinde@indiana.edu

Dr. James Freeland, Purdue University – freeland@purdue.edu

Please visit the Greenfield Central Community School Corporation website at: www.gcsc.k12.in.us to learn more about our school system.

Information for the community of Greenfield and Hancock County may be found at the websites listed below:

*greenfieldcc.org
hancockcoingov.org
hancockedc.com
greenfieldin.org*