

NOTICE OF VACANCY

SUPERINTENDENT/PRINCIPAL OF ELEMENTARY SCHOOL

HAGERMAN JOINT SCHOOL DISTRICT NO. 233

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services, for the excellence of education for the students of Hagerman Joint School District No. 233.

QUALIFICATIONS:

Education and Experience: Idaho Administration Certificate endorsed for Superintendent and Elementary Principal.

Knowledge and Abilities: The superintendent must know all facets of public education and have skills in the analysis of educational issues. He/She must be familiar with trends, movements, and issues in education, know school curriculum, instruction, finance, and legal aspects of public schools and be able to work cooperatively with professional colleagues, trustees, and patrons. The superintendent must also know and have skills in staff development.

These qualifications are minimal. Consideration will be given for additional training and experience pertinent to the position. Exact salary will be based on training and experience.

FULL SCHOOL DISTRICT EMPLOYEE BENEFITS ARE AVAILABLE

DEADLINE FOR APPLICATION: Open until filled with work to begin on May 9, 2016

SUBMIT APPLICATIONS TO: Bette M. Reed, District Clerk
Hagerman Joint School District No. 233
324 North 2nd Avenue
Hagerman, Idaho 83332

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Hagerman is located in Gooding County in South Central Idaho. It is a small town in the Hagerman Valley. In the immediate vicinity are farms and ranches that support the town and beyond lies the vast expanse of public lands.

Two Hagerman Schools serve kindergarten through twelfth grade and has an enrollment of approximately 400 students. As is common in lightly populated areas, the school anchors the community. Many of the residents attended the school and continue to actively contribute to the athletic events, plays and band programs.

The school board is looking for a superintendent who would feel comfortable in this informal, personal setting. We seek a generalist - one not only well versed in the nuts and bolts of administration, but also willing to step into the classroom and challenge teachers and students alike.

It is our goal to raise the level of academic achievement at the Hagerman schools. We expect rigor, discipline, standards, and accountability, and we hope that from these will follow an atmosphere that honors scholarship and develops character. Above all, the Board recognizes that it is the superintendent who is the pivotal player. In a school as small as Hagerman, it is truly possible for one person to make a huge difference. We invite you to apply.

SCHOOL/COMMUNITY/AREA INFORMATION

Hagerman, Idaho

The Hagerman schools were founded in the early 1900's. There is an elementary school, grades K-6 and a secondary school, grades 7-12. Each school has an enrollment of approximately 200 students.

The administrative staff consists of the Superintendent (who also serves as the elementary principal), a secondary principal, a business/district clerk, and 2 secretaries (one at each school) under the direction of a five-member Board of Education. These five members of the Board are elected for four-year terms.

In addition to the above, there are 30 certified staff personnel, 8 elementary aides and 3 secondary aides, 4 food service and 4 custodial personnel. Sports include boys' football, girls' and boys' basketball and track, and girls' volleyball. The coaching staff includes on-staff members and volunteers from the community. There is an active Parent-Teacher Volunteer group which is a valuable asset to our school and students. Members work directly with the school and help teachers with many of their extra-curricular duties.

Hagerman, Idaho is a small town and community in South Central Idaho near the Snake River. It is a "dual-county" school district that is mainly in Gooding County, with a small portion in the Twin Falls County. Hagerman Valley is "where the fish are always biting" - a green sheltered, very pleasant part of the Snake River Canyon. Best known for the "1000 Springs" of the "1000 Springs Scenic Route", US Hwy 30, which cascade out of the sheer canyon walls. The clear spring water is just right for trout farming and ninety percent of the commercial fresh and fresh frozen trout of the US are raised here. The Snake River with its three reservoirs in Hagerman Valley is open to year-round fishing, boating and white water rafting. Three hot springs resorts offer year round swimming and soaking. The valley has a winery which has won numerous awards. The Hagerman Fossil Beds, a National Monument, is directly across the river from the town of Hagerman and the Hagerman Horse Fossil, a 3 1/2 million year old horse, is now the Idaho State Fossil. A replica can be seen at the Hagerman Valley Historical Museum. Clear Springs Country Club, an 18 hole course, is at the east end of the Valley. Nearby at Clear Springs Visitor Center (the world's largest trout ranch), two large sturgeon, 10 feet and 12 feet, are in a pond where the public can view them through a underwater viewing glass. Other sites of interest are the Balanced Rock with its question mark mushroom shape 44 miles south of Hagerman through Castleford; the Little City of Rocks 34 miles north of Hagerman through Gooding; the Malad State Park with the Devil's Wash Bowl waterfall north of Hagerman.

This is a wonderful area to raise a family. In the summer, the Snake River is alive with fishing, boating, water skiing, white-water rafting, canoeing and other forms of water sports. If you prefer camping, the hills have wonderful campgrounds, some are near hot springs. In the fall, big game and bird hunting takes precedent. Our closet ski area is Soldier Mountain at Fairfield. Sun Valley is about 90 minutes from here. The South Hills have cross country, snow shoeing and skiing.

The College of Southern Idaho, a junior college, is located in Twin Falls. Both Boise State University at Boise and Idaho State University at Pocatello are within two hours driving distance from Hagerman. University of Idaho at Moscow is located in Northern Idaho.

HAGERMAN JOINT SCHOOL DISTRICT NO. 233
HAGERMAN, IDAHO 83332

APPLICATION FOR APPOINTMENT AS SUPERINTENDENT/ELEMENTARY SCHOOL PRINCIPAL

This district is an equal opportunity employer.

1. Please submit an application form to the address printed in the space below. Since your application will be separated from other papers at some stages of the process, complete in detail. If additional space is needed, please use a supplemental sheet. Incomplete forms will not be considered.
2. You are invited to tell of achievements in a letter of application, and may attach selected supportive material with your cover letter if you wish.
3. Please request that your College Placement files and personal resume be forwarded to the address below.
4. Applicants are asked not to contact the Board of Trustees or Screening Committee except as they may be requested to do so.

I. PERSONAL INFORMATION

Last Name	First	Middle	Home Phone
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Present Position	Business Name	Business Phone
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Business Address

Home Address

Type of organization or school district where presently employed

Enrollment	Employees	Budget (your unit)
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Applicable Certification	State(s)
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Please submit completed application:

Hagerman Joint School District No. 233
Atten: District Clerk
324 North 2nd Avenue
Hagerman, Idaho 83332

II PERSONAL DATA

Please provide any personal data which you think will be of assistance in evaluating your application. (Attach additional pages if necessary.)

III CERTIFICATION

Important: All questions must be answered.

- | | | |
|-----|----|-------------------------------------------------------------------------------------------------------------------|
| Yes | No | I hold a current Idaho Administrator's Certificate endorsed for Superintendent <u>and</u> Elementary Principal |
| Yes | No | Have you ever had a diploma, credential, or certification denied, revoked or suspended? |
| Yes | No | Have you ever failed or refused to fulfill a contract of employment entered into by you with any school district? |
| Yes | No | Have you ever been dismissed from any teaching or administrative position? |

IV LEADERSHIP AND COMMUNITY ACTIVITIES

V ATTITUDES

Please answer briefly. (Please continue on supplemental sheet, if needed)

A. Briefly describe yourself as an administrator.

B. Of what professional organizations are you a member? How have you participated?

C. What are your primary reasons for interest in this position?

VI EDUCATION

Include High School, College, University and Summer School. (Please continue on supplemental sheet, if needed)

Name/Location of Institution	Period(s) Attended	Date Grad.	Total Sem.	Degree Hrs.Major/Minor	Diploma

VII EMPLOYMENT HISTORY

Please begin with your most recent experience and furnish all the information requested.

Yes No The following is a complete list of all employment as an educator.

Name and Location of employment	From Mo/Yr	To Mo/Yr	Assignment/Position Duties Performed

Other Employment	Employer/Address	Dates of Employment

Please continue on a supplemental sheet, if needed)

VIII REFERENCES

Please list the names of four or more persons who know of your professional work and qualifications as a school administrator.

Name of Reference	Position	Address	Phone #

- Yes No I have requested that my placement file be forwarded from _____(name of institution)
- Yes No I am currently under contract for the coming school year.
- Yes No I will be able to indicate acceptance of a contract.

A personal interview will be required of all applicants prior to being employed.

I solemnly understand that: 1) Any contract issued is conditioned upon having an Idaho Administrator's Certificate endorsed for Superintendent/Principal valid for the period of service covered by the contract and 2) any false statement made in this application shall constitute sufficient grounds for voiding any contract issued at the discretion of the Board.

Signature

Date

**AUTHORIZATION FOR RELEASE OF INFORMATION ON
PAST EMPLOYMENT WITH SCHOOL EMPLOYERS
IDAHO CODE §33-1210**

Idaho Law requires Applicants for any position at any Idaho Public School to allow the hiring School District Employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the Applicant when such Applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an Applicant for any position, the District must request the Applicant to sign this form. Should the Applicant refuse or fail to sign this form, the District is not permitted to hire the Applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any Applicant.

This form:

Authorizes current and past public school employer of the Applicant/undersigned on this form, including Applicants outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct of the Applicant and make available to the hiring School District copies of all documents in the previous employer's personnel file, investigative file or other files relating to the job performance of the Applicant; and

Release the Applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

§33-1210 RELEASE

I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring District via electronic means.

Signature of Applicant

Date

Printed Name of Applicant

Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employer

Information obtained through the use of this Release will be used only for the purpose of evaluating the qualifications of the Applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

A copy of this Release and all information obtained through use of this Release will be placed into the Applicant's Personnel File with the District upon employment of the Applicant, if any.

An Applicant's failure to disclose any former School District employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.

By accepting an executed copy of this form, the hiring School District makes no guaranty or promise of employment to the Applicant. Further, the hiring School District may employ the Applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring School District for any length of time or pursuant to any additional conditions.

JOB DESCRIPTION

TITLE: SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS: As established by state certification requirement; and such other requirements as established by the local Board of Trustees to include academic, professional, and personal excellence.

PRIMARY RESPONSIBILITY TO: Board of Trustees

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services, for the excellence of education for the students of Hagerman Joint School District No. 233.

1. Uphold, all requirements dealing with school responsibilities as outlined in district policies while adhering to state rules and regulations.
2. Prepare annual budgets and monitor expenditures which reflect the fiscal ability of the district and the needs and desires of the board, community, and staff.
3. Maintain and/or upgrade the buildings and grounds of the district in order to assure maximum learning opportunities for students and to protect the health and safety of students and staff.
4. Protect the district from risk of loss due to damage to physical property due to action or non-action of its staff.
5. Keep board informed on all matters pertaining to the operations of Hagerman Joint School District No. 233.
6. Act for the Board of Trustees when emergencies exist. Action taken in this respect shall be subject to review at the next meeting of the Board of Trustees.
7. See that Board policy is followed in all situations unless approval has been given by the Board of Trustees.
8. Make monthly reports to the board during the year. The Board shall feel free to respond to the progress reports and redirect the superintendent when it appears that his/her mission is off target.
9. Establish and maintain favorable relationships with the school board, faculty, and community. Interpret board policies and administrative directives.
10. Submit all curriculum proposals for approval by the Board of Trustees.
11. Supervise the school's teaching process and insure that the approved curriculum of the district is followed.
12. Assist in the screening process and recommend employment of teachers and other persons in certified and classified positions in the district.
13. Work with personnel of the district on matters that are of district concern.
14. Evaluate and confer with all staff members regarding their individual and group performances as described in their job descriptions. Follow district policy when it becomes necessary to dismiss staff for unsatisfactory performance, by following due process.

15. Assign playground and non-instructional supervision as is appropriate for student discipline, health and safety.
16. Cooperate with institutions of higher education regarding teacher training programs.
17. Develop and maintain an effective learning climate in the school that will enable students to fulfill an optimum role in society.
18. Establish a program of classes within the framework of student needs, instructional goals, and facilities available using all human resources in an equitable manner.
19. Prepare a guideline for proper student conduct, within the policy established by the Board of Trustees, and maintain student discipline following procedural due process using all appropriate resources in attempting to resolve individual student problems. Hold students accountable for regular attendance and appropriate conduct; apply appropriate corrective action in the event of misconduct; and take necessary action in the interest of their general welfare.
20. Report to the Board of Trustees regarding the needs of the school with respect to personnel, equipment, supplies, and curriculum.
21. Cooperate in the implementation of the district's special services program.
22. Attend school functions as appropriate.
23. Keep abreast of changes and developments in the profession by attending professional meetings relating to job, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
24. Plan, organize, and direct implementation of all school activities.
25. Assume leadership in the direction of the school's athletic and extra-curricular activities.
26. Maintain and control all funds generated by student body activities.
27. Perform such other duties as may be related to this position as the board may assign.
28. Adhere to the Code of Ethics of the Idaho Teaching Profession.

TERM OF CONTRACT: The contract period shall be twelve (12) months with two (2) weeks vacation at a salary to be arranged with the Board of Trustees.

EVALUATION: The Superintendent may be evaluated no less than twice annually, the purpose of which shall be the aiding of the superintendent in his/her performance. The first of which shall be conducted between the months of October and January and the second to be conducted between April and July. In the event that a majority of the board considers the superintendent's performance to be deficient in one or more areas, the superintendent shall be notified in writing by February 1st. The notice shall include specific suggestions for improvement.