

Board of Education

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Limon School District RE-4J

January, 2018

Thank you for your request for information about employment as the Superintendent of Schools at Limon School District RE-4J. We are pleased to respond with the enclosed materials, and we look forward to the opportunity to consider you for employment upon receipt of the necessary applicant information.

In order for us to consider you for employment, we ask that you have on file the following:

- 1) Cover letter of introduction
- 2) Completed application form for Limon School District
- 3) Current resume
- 4) Copy of Professional Licenses/Credentials
- 5) 3 current letters of recommendation
- 6) Undergraduate & graduate transcripts (unofficial copies are sufficient for applicants; official copies must be submitted upon employment)
- 7) Response to the following four questions
 - a. As a superintendent, how would you develop and nurture a successful working relationship with the school board, staff and community members in our district?
 - b. Discuss your beliefs about small communities and their values.
 - c. Discuss the challenges of small school districts and why you choose to be a part of this environment.
 - d. Describe your leadership style, the process you use in decision making and how you evaluate the effectiveness of your decisions.

Mail all of the above items to: **Kim Steinhart, Director of Business Services**
P.O. Box 249, 912 Badger Way
Limon, CO 80828

Alternatively, you may email completed application materials to:
steinhartk@limonbadgers.com

Please see the enclosed timeline, applications are due by Noon, on February 2, 2018. If you are chosen for an interview, those are scheduled for February 19, 2018, which is Presidents' Day.

Applicants with completed files are given first consideration for a possible interview. You are welcome to call our Director of Business Services, Kim Steinhart at 719-775-2350 x356 during office hours to ascertain the status of your application. Applicant files are destroyed after two years. Applications will not be considered active after a Superintendent has been hired.

Thank you for your interest.

Sincerely,

Craig Bailey, President
Board of Education

912 Badger Way. PO Box 249
Limon, Colorado 80828
719-775-2350, Fax 719-775-9052



Job Announcement

Position: Superintendent of Schools, Limon School District RE-4J

The Limon School District RE-4J Board of Education is seeking a Superintendent of Schools.

Preference will be given to an individual who:

- 1.) Has had successful educational administrative experience.
- 2.) Possesses a current Colorado Administrator license.
- 3.) Has a working knowledge of, and a clear understanding of, what a successful school district is; Preferably has had experience with or within a rural school district.
- 4.) Has an understanding of school finance.
- 5.) Has an understanding of school law.
- 6.) Has a strong, successful record in maintaining & preparing financial budgets.

Skills Needed:

- 1.) Understanding of Colorado Public School Education
- 2.) Ability to work with and lead faculty, principals, and staff
- 3.) Ability to create and administrate a \$7 million budget
- 4.) Good communication skills – both oral and written
- 5.) Ability to facilitate Board meetings
- 6.) Facilitation skills to gather information from department heads and building principals
- 7.) Ability to evaluate staff members and help them reach their potential
- 8.) Must have a strong background in education
- 9.) Be willing to serve and represent the district on local and state committees
- 10.) Be willing to attend and be visible at school activities, athletic events, etc.

Mission Statement of Limon School District RE-4J: *Limon Public Schools strive to provide a safe environment and develop responsible and productive citizens who have the knowledge and skills to seize their chosen opportunities.*

Limon Public Schools serves 480 students K-12 in one building. They recently (2015) completed a major construction project that re-built a new K-12 building and followed that up (2017) with renovations to the existing gyms. Limon has two building principals (Elementary & Secondary) and five department heads that report directly to the Superintendent. Limon is located in east central rural Colorado, Lincoln County at a major hub of highways, including Interstate 70. Limon is approximately 90 minutes from downtown Denver or Colorado Springs.

Learn more about Limon Public Schools at www.limonbadgers.com.

Limon Public Schools is an equal opportunity education institution and does not unlawfully discriminate on the basis of race, color, national origin, sex or disability in admission or access to, or treatment or employment in its education programs or activities.

208 Day Contract to begin July 1, 2018

\$75,000.00 - \$95,000.00 salary range depending on experience; with a benefit package including a housing allowance.

Applications Close February 2, 2018, at Noon

Note: The successful candidate must live in or be willing to relocate to live within the Limon School District RE-4J boundaries.

Contact Kim Steinhart, Director of Business Services, for an application packet or go to www.limonbadgers.com for an application. Candidates are asked not to contact administration or individual school board members, but are asked to use the central contact person. Email or mail a letter of interest and request an application package to:

Kim Steinhart, Director of Business Services

P.O. Box 249, 912 Badger Way

Limon, CO 80828

Telephone: 719-775-2350 Ext. 356, steinhartk@limonbadgers.com

Timeline:

- 1) January 8, 2018 - Post Job Announcement
- 2) February 2, 2018 at Noon - Deadline for Applications
- 3) February 7, 2018 - Search Committee Reviews Applications and selects those to be interviewed
- 4) February 19, 2018 - Interview candidates; committee chooses finalist(s)
- 5) February 19, 2018 - Post finalist(s)
- 6) March 6, 2018 - Special Board meeting to approve new Superintendent
- 7) July 1, 2018 - Start of Employment

The completed application will include the following items:

- 1) Cover letter of introduction
- 2) Completed application form for Limon School District
- 3) Current resume
- 4) Copy of Professional Licenses/Credentials
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 - c. Discuss the challenges of small school districts and why you choose to be a part of this environment.
 - d. Describe your leadership style, the process you use in decision making and how you evaluate the effectiveness of your decisions.

LIMON PUBLIC SCHOOLS

DATE _____

2018 - SUPERINTENDENT APPLICATION

Personal Data

Name _____ S.S. # _____
Last First Middle

Present Address _____
Number and Street City State Zip

Permanent Address _____
Number and Street City State Zip

Phone No. _____

Have you ever been convicted of a felony? Present _____ Permanent _____
Yes _____ No If yes, please explain. _____

Position

Position(s) desired- please check: Superintendent of Schools

Education & Licensure

Education: List colleges or universities attended and the degree and certificate received.

College/University	Attended		Degree & Date	Major	Minor
	From	To			
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

State	Type (Certificate, License or Endorsement)	Date Issued	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you applied for a Colorado License? Yes _____ No _____ Date Applied _____

Honors

List honors or special achievements: _____

References

List three persons qualified to comment on your abilities and your past experiences.

Name	City/State	Position	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment History

May we contact you present employer? Yes _____ No _____

List Most Recent First

If you are a recent graduate, list student teaching experience.

Employer _____ Employed from _____ to _____

Address _____

Position _____

Supervisor _____

Reason for leaving _____

Telephone # _____ Duties and Responsibilities: (include grades &/or subjects taught)

Employer _____ Employed from _____ to _____

Address _____

Position _____

Supervisor _____

Reason for leaving _____

Telephone # _____ Duties and Responsibilities: (include grades &/or subjects taught)

Employer _____ Employed from _____ to _____

Address _____

Position _____

Supervisor _____

Reason for leaving _____

Telephone # _____ Duties and Responsibilities: (include grades &/or subjects taught)

Total years of Administrative Experience: _____ Public Schools _____ Private Schools: _____

Total Years of Teaching Experience: Years _____: Public _____ years, Private _____ years

To be eligible for an interview, in addition to this completed application, please submit all items required and listed on the job announcement.

I certify that all information on this application is correct and complete and understand that employment is contingent upon its accuracy.

Signature _____ email address _____

Applications for Superintendent of Schools will only be considered active until the job has been filled at which time all applications on file will be considered inactive and would require a new application for any future openings. Inactive files will be destroyed after 2 years.

Limon Public School is an equal opportunity education institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities.

Thank you for your interest in our schools.

LIMON PUBLIC SCHOOLS

Applicant Name _____

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APPLICANT NOTE

The attached application form is intended for use in evaluating your suitability for employment. It is not an employment contract. Please answer all appropriate questions completely and to the best of your ability. False or misleading statements are grounds for refusal or termination of employment and benefits. Federal law provides penalties for false statements or documents related to U.S. employment eligibility. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of non-job related handicaps, and such information may be omitted from this form. A felony conviction will not necessarily bar the applicant from employment, and affirmative action hiring of handicapped individuals, disabled or Vietnam-era veterans, minorities and women may be requested by qualified applicants. Additional testing of job-related skills, mental/physical abilities and physical condition may be required prior to employment.

I certify that I have read and understand the Applicant Note and that the answers given by me to the questions and statements made by me are complete and true to the best of my knowledge. I understand that any false information, omissions or misrepresentations of facts called for in the attached Application for Employment may result in the rejection of my application or the termination of my employment at any time during my employment. I authorize Limon School District RE-4J and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, workers' compensation claims history, criminal history and motor vehicle driving records. I authorize all persons, former employers, school governmental agencies and law enforcement agencies to release any information concerning my background.

Applicant Signature

Date

Qualification/Powers and Responsibilities of Superintendent (Job Description)

TITLE: Superintendent of schools

QUALIFICATIONS:

1. Colorado Type D, Administrators Certificate
2. Meet the educational requirements of the North Central Association of Colleges and Secondary Schools and the Colorado State Board of Education.
3. Sufficient school experience and professional training to provide assurance that leadership will be competent.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

SUPERVISES: Directly or indirectly all employees of the district

JOB GOAL: To provide leadership in developing and maintaining the best possible educational programs and services.

PERFORMANCE RESPONSIBILITIES:

The superintendent of schools shall be responsible for the general management of the schools of the district under the requirements of the state and the policies of the Board. The superintendent shall be responsible for guiding the development of the educational objectives and programs of the school district to fulfill the educational needs of all students. The superintendent shall provide overall direction to the activities of the school district and its personnel toward the accomplishment of district goals, administer the policies of the Board, conserve the school district's assets and resources, and maintain and enhance the school district's standing in all its internal and external relationships.

The management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program and to all parts of the physical plant.

1. **Operations.** The superintendent shall:
 - a. Manage the work of all personnel in planning and program development and direct the activities of the school district. The superintendent may delegate these responsibilities together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results of any portion of the accountability.

- b. Manage the development of long- and short-range educational objectives for the improvement and growth of the school district and of educational activities in the school district.
 - c. Manage the development of the overall educational process and administrative procedures and controls necessary to the implementation of educational programs for the achievement of the educational objectives of the school district, including state and district content standards.
 - d. Manage the regular and systematic evaluation, analysis and appraisal of the achievements of students and the performance of personnel in each of the educational programs or activities against stated objectives of the school district.
 - e. Report to the Board the progress and status of the programs and activities of the school district.
 - f. Inform the Board on all matters of major importance or significance to the activities, programs and progress of the school district.
2. **Organization.** The superintendent shall:
- a. Establish and maintain an administrative organization which provides for the effective management of all the essential functions of the school district.
 - b. Recommend proposed revisions to the organization of the management structure including the establishment or elimination or a revision of administrative positions.
3. **Personnel.** The superintendent shall:
- a. Develop and recommend policies and programs for personnel recruitment, selection and employment; employee relations; employee benefits and services; employee safety; personnel evaluation, and salary administration for the school district.
 - b. Ensure the maintenance of an adequate staff of properly trained administrative and supervisory personnel throughout the school district.
 - c. Recommend to the Board the selection, employment, assignment, transfer and suspension of all personnel.
 - d. Supervise assigned personnel and conduct periodic evaluations and appraisals of their performance.
 - e. Recommend salary increases and salary adjustments for all personnel.
 - f. Develop and recommend to the Board job classifications for all new positions.

4. **Finances.** The superintendent shall:
 - a. Direct the development of the annual budget of the school district.
 - b. Review and recommend programs and supporting data for funds to be included in the annual budget of the school district.
 - c. Provide for the overall management of the school district's financial activities and take appropriate action to ensure that expenses are kept within the approved budgetary limits of the school district.
 - d. Assist principals and directors in maintaining economy and efficiency in the operation of their administrative units.
 - e. Maintain an active contact and familiarization with all local, state, federal and philanthropic programs which provide or could provide financial assistance to the district.

5. **Relationships.** The superintendent shall:
 - a. Act as executive officer for the Board.
 - b. Act as professional adviser to the Board.
 - c. Attend meetings of the Board with the right to comment on all issues.
 - d. Prepare the agenda for all educational matters for all meetings of the Board and deliver the agenda with pertinent information on each item well in advance of the meeting.
 - e. Participate in the affairs of local, state and national professional organizations.
 - f. Serve as a representative of the school system and the community at meetings on the local, state and national level.
 - g. Maintain a cooperative working relationship between the schools and the community and community agencies.
 - h. Establish and maintain such other relationships within and outside the school district as required to carry out his responsibility.

Adopted: June 17, 2002

LEGAL REF.: C.R.S. 22-9-106 (4) (*qualifications to evaluate personnel*)