

State Superintendent of Education

Notice of Interest Packet



Completed *Notice of Interest Packet* must be received at packet@alsde.edu by **12 Noon on Tuesday, June 7, 2016.**

Packets received after this date and time will not be considered.

Notice of Interest Packet and accompanying documentation are considered to be public documents.

Applicant agrees to be subject to a background check.

The Alabama State Board of Education is an equal opportunity employer.

Alabama State Board of Education - Appointment of State Superintendent of Education

TIMELINE

- April 14, 2016** Work Session and Board Meeting of the Alabama State Board of Education (SBE) Establishing Process for Appointing State Superintendent of Education.
- April 18, 2016** Alabama State Department of Education Releases *Notice of Interest Packet* to Public.
- June 7, 2016** 12 Noon Deadline for Candidates to Submit Completed *Notice of Interest Packet* to the Attention of Juliana Dean at packet@alsde.edu.
- June 10, 2016** Packets Provided to SBE Members by Close of Business.

THE FOLLOWING ARE TARGET DATES, SUBJECT TO CHANGE. UPDATES WILL BE POSTED ON THE DEPARTMENT'S WEBSITE AT WWW.ALSDE.EDU.

- July 2016** Candidate Interviews; dates and candidates to be announced at www.alsde.edu.
- July 12, 2016** Statutory SBE Meeting (Ala. Code § 16-3-7 (1975)); discussion of candidates and possible selection of State of Superintendent of Education, with potential start date of August 1, 2016.

GENERAL INFORMATION AND INSTRUCTIONS

- Each completed *Notice of Interest Packet* must include the following information and documentation:
 - **Cover letter**, which should include why the individual is interested in serving as the State Superintendent of Education;
 - **Curriculum Vitae**;
 - **A copy of relevant transcript(s)**. If selected to be a finalist, a candidate must also provide an official/sealed transcript(s) to the attention of Juliana Dean, Office of General Counsel, Post Office Box 302101, Montgomery, Alabama 36130-2101; and
 - **Letters of references**, between 3-5 submissions.
- Failure to provide all information requested may be taken into consideration by Board members.
- Effective advocacy and communication are essential to successful performance as State Superintendent of Education. At a later point in the application process, candidates determined to have met the qualifications for the position may expect to be notified of an opportunity to submit a 3-5 minute video they believe demonstrates their communication skills.
- Salary will be determined by the State Board of Education within specified range.
- Applicants agree to be subject to a background check.
- Questions should be directed to Juliana Dean at packet@alsde.edu.

PERSONAL INFORMATION

<u>Full Name</u> (Last, First, M.I.)		<u>Preferred Name</u>		
<u>TCH NUMBER</u> (Educator Certificate), if applicable				
<u>Address (Residence)</u>	<u>City</u>	<u>State</u>	<u>County</u>	<u>Zip Code</u>
<u>Address (Mailing)</u>	<u>City</u>	<u>State</u>	<u>County</u>	<u>Zip Code</u>
<u>Email Address</u>				
<u>Home / Cell Telephone Number</u>				
() _____ h				
() _____ c				
<p>I agree to be subject to a background check.</p> <p>I understand that the <i>Notice of Interest Packet</i> and accompanying documentation are considered to be public documents.</p> <p>I certify that the information submitted with this packet is true and correct and that I have read the General Information and Instructions included herein.</p> <p>I acknowledge that providing incorrect information may result in my disqualification as a candidate or my removal as the State Superintendent of Education.</p>				
Candidate Signature		Date		

*** FOR IMMEDIATE POSTING ***
NOTICE OF VACANCY
ALABAMA STATE SUPERINTENDENT OF EDUCATION

The Alabama State Board of Education is seeking qualified applicants for the position of State Superintendent of Education due to the retirement effective April 1, 2016, of Dr. Thomas R. Bice, former State Superintendent of Education. Pursuant to state law, this notice must be posted at a conspicuous place at each school campus and worksite, as well as at the central office of each local board of education, Ala. Code § 16-4-1.1 (1975). This should remain posted until further notice, Ala. Code § 16-4-1.1. The Alabama State of Department of Education is an equal opportunity employer.

- (1) **TITLE AND JOB DESCRIPTION:** State Superintendent of Education, Chief Executive Officer of the Alabama State Department of Education.
- (2) **REQUIRED QUALIFICATIONS:** The State Superintendent of Education shall be a person of good moral character, with academic and professional education equivalent to graduation from a standard university or college, who is knowledgeable in school administration and has training and experience sufficient to qualify him or her to perform the duties of his office, Ala. Code § 16-4-1 (1975). Furthermore, a qualified applicant shall possess:
 - a. Knowledge of educational policy development and implementation in a large-scale system.
 - b. Proven skills in working effectively with political leaders at the state level.
 - c. Experience in working with elected or appointed educational boards.
 - d. Practice in working with educational professionals, organizations and other stakeholders.
 - e. Familiarity with the implementation of federal and state educational legislation.
 - f. Experience in successfully managing a large organization as a superintendent or other educational leader.
 - g. Demonstrated commitment to serving a diverse student population and employing a diverse staff.
 - h. Experience in administering large budgets.
 - i. Earned doctorate, preferred but not required, from an accredited academic institution.
 - j. Hold or be eligible to hold an Alabama certificate in administration or supervision—preferred but not required.
 - k. Evidence of effective communication skills.
- (3) **SALARY AMOUNT:** \$192,000-\$250,000 - Negotiable
- (4) **SUBMISSION OF APPLICATION:** Candidates are to complete a *Notice of Interest Packet* available at www.alsde.edu. A completed *Notice of Interest Packet* must be submitted via e-mail to the attention of Juliana Dean, General Counsel, at packet@alsde.edu.
- (5) **DEADLINE FOR APPLYING:** June 7, 2016
- (6) **OTHER RELEVANT INFORMATION:** Application period opens April 18, 2016

