**Logo, company name

Description automatically generated**

**Application for Vice President**

**Application Information**

Full Name: Date: **:**

*Last First M.I.*

Address:

*Street Address Apartment/Unit #*

*City State Zip*

Phone: Email:

Present Position/Corporation or Company:

Years in This Position Years in Corporation

Pupils Enrolled Elementary Schools

Total Certified Staff Intermediate Schools

Total Classified Staff Middle/Jr. High Schools

Annual District Budget Senior High Schools

Do you hold a valid Indiana Superintendent’s License? Yes No

May we contact your current employer? Yes No

**Present Contract Information**

Length of Present Contract Expiration Date Date Available

Buy-out Clause Current Salary Board Paid Annuities

Life Insurance Face Value Travel Allowance.

Long-Term Disability Yes No Dental Insurance Yes No

Vision Insurance Yes No Health Insurance Yes No

Other Insurance or Benefits

**Professional Experience and Employment Record**

*(Please list the most recent first)*

Position Organization Dates of Employment

**Graduate and Undergraduate Experience**

*(Please list the most recent first)*

Institution Dates Attended Major/Minor Degree/Date

**Professional Leadership**

*Please list three (3) professional organizations in which you have been most active*

*(List offices held, awards, etc.)*

Professional Organization Offices Held Responsibilities

**Application Questions**

*On a separate sheet, respond to each of the following questions/remarks.*

*Attach your responses to the application*

1. Why do you want to be Vice President of the **Excel Center**?
2. Define leadership and explain your leadership style. Include your educational and management philosophies.
3. **The Excel Center** take great pride in focusing on student achievement. Please describe what you have done as a leader to focus on maximizing student achievement. Provide at least three (3) examples.
4. **The Excel Center**  strives to keep students involved in their communities. How have you engaged the community to increase educational opportunities for students?
5. How would you assure a culture of continuous improvement and the consideration of new ideas with the administration, staff, community, and the Board?
6. Briefly describe your three (3) most significant professional accomplishments (include approximate dates).

**Additional Application Information**

*Please answer the following questions*

*(Please list the most recent first)*

**If you answer YES to any of the first five questions, please explain on a separate page. Include the date of the incident, the charge, the court action taken, the offense in question, and the address of the court involved.**

1. Are you presently being investigated or under a procedure or process to consider your discharge for misconduct by your present employer?

Yes No

1. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a position?

Yes No

1. Have you ever resigned from a prior position without being asked but under circumstances involving your employer’s investigation of your sexual conduct with another person, mishandling of funds, or other criminal conduct?

Yes No

1. Have you ever pleaded guilty or no contest to or have been convicted of any crime involving sexual abuse of any person or any crime of moral turpitude?

Yes No

1. Have you ever been convicted of a misdemeanor and/or felony or ever entered a plea of guilty or a plea of no contest, or has any court deferred further proceedings with entering a finding of guilty or placed you on probation for a crime?

Yes No

1. Are you eligible to work in the United States of America?

Yes No

**Additional Candidate Information**

If you are tentatively offered the Superintendent position, The **Excel Center** will complete an extensive background investigation prior to making the final offer of employment. If you are tentatively offered the position you will be required to complete the authorization for an Indiana and National Background Check and submit the signed document by a date directed by **The** **Excel Center.**

**The Excel Center** does not discriminate on the basis of the protected classes of race, color, national origin, sex (including sexual orientation, transgender status, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively “Protected Classes”) occurring in The Excel Center’s employment opportunities, programs, and/or activities or, if initially occurring off The Excel Center’s grounds or outside The Excel Center’s employment opportunities, programs, and activities, affecting the Corporation’s environment.

**Notice, Authorization, and Release**

I understand that my application will be on file with **The Excel Center** for at least three (3) years and that materials accompanying this application become the property of **The Excel Center.**

I certify that I have made no misrepresentations or falsifications of these statements, answers, or included documents. I am also aware that should investigations disclose such, my application will be disqualified, my name removed from all eligible lists, and my future applications will not be accepted. I am also aware that falsification of this application or any accompanying data, may result in dismissal from any position at **The Excel Center**.

I authorize any person, agency, partnership, or corporation having any information concerning my background, educational records, or employment records to release such information. This information is to be used for possible employment with **The Excel Center.**

Furthermore, I agree that I have freely signed this document and have a copy of this Authorization and Release, whether it be a photocopy or otherwise and it shall have equal standing and import as if were the original.

Signature Date

**Professional Attributes**

***Professional Qualifications and Selection Criteria:***

* Central office experience preferred/superintendent experience desired
* Building-level administration experience desired
* Effective skills in communication, multitasking, collaboration, and marketing
* Sensitivity to the total needs of all socio-economic and cultural backgrounds
* Successful ability to effectively communicate and engage all stakeholders
* Strong working knowledge of community relations and willingness to be a visible leader in the community
* Approachable leader with proved ability to motivate highly qualified personnel
* Working knowledge of program evaluation, school finance, school law, collective bargaining, and human relations
* Possess the highest personal standards, good morals, ethics, honesty and integrity

**Submittal Information**

***Submittal Requirements:***

***All applicants are expected to provide the following:***

Letter of Intent

Resume

Completed and signed application

Response to all application questions

Copy of valid Indiana Superintendent license or evidence of qualification

College/University credentials and transcripts

Three (3) current letters of reference (Two years or less)

***Directions for submitting applications and credentials:***

Inquiries related to this application should be directed to the University Search Team members.

Contact: Dr. Terry McDaniel; [tmcdaniel@indstate.edu](mailto:tmcdaniel@indstate.edu) or Phone: 812-821-7252

Please complete all application documents including the required signatures. Only complete applications (including all required applications documents) will be considered. All materials should be emailed to:

Dr. Terry McDaniel at [tmcdaniel@indstate.edu](mailto:tmcdaniel@indstate.edu)

Applications may also be sent by postal mail but must be received prior to the application deadline of **February 18, 2022.**

Dr. Terry McDaniel

Department of Educational Leadership

Bayh College of Education

Indiana State University

Terre Haute, IN 47809