

**Re: Durham Public Schools Superintendent Application**

Dear Applicant:

Attached is the application for the position of superintendent in the Durham Public Schools school system of North Carolina. We are pleased that you are interested in the position and encourage you to submit an application.

As you will note on the enclosed application form, the application is due by February 5, 2010. **This means that in order to be considered timely, we will need the application to be received here in our office by midnight on the due date.**— either by mail, FAX, or e-mail with a signed copy to follow up those submitted by FAX or e-mail. If you mail the application, we would suggest you use a method that guarantees timely delivery. With the application we are also requesting copies of any college or graduate school transcripts and copies of any applicable professional licenses or certificates. **If you wish to bind your application or put it on special paper, or if you wish to send any other printed material, you will need to send at least 8 copies for the board members to review.** These will need to be received by the deadline if they are to be distributed. Otherwise we will copy the applications here and send copies to the board members.

After the application deadline, completed applications will be forwarded to the members of the Durham Public Schools Board of Education for review. The board will select those applicants it wishes to interview and invite them to come for interviews. The board hopes to make a final decision by early April, 2010.

Your inquiry and application will be treated confidentially. The information will not be released beyond the members of my staff, the members of the Durham Public Schools Board of Education and those persons you specifically include as references on your application. As noted on the application, the board also will need to conduct criminal background checks on the finalists for the position. If the board finds that it needs to discuss your application or qualifications with anyone else, I will contact you and request your permission to do so.

I look forward to receiving your completed application. If you have any questions as you gather the required information and complete the forms, please feel free to contact me.

Sincerely,

Allison B. Schafer

Applications must be received by mail, fax or e-mail on or before February 5, 2010  
(Original signed application must follow faxed or e-mailed applications.)

**THE DURHAM PUBLIC SCHOOLS BOARD OF EDUCATION**  
**APPLICATION FOR SUPERINTENDENT**

**I. PERSONAL INFORMATION**

A. Name:

Home Address:

Business Address:

Telephone (H):

Telephone (W):

Cell (H):

Cell (W):

Fax (H):

Fax (W):

E-mail (H):

E-mail (W):

Do you object to our contacting you at your business address?

B. Do you hold a valid superintendent's license in North Carolina? **(ENCLOSE COPY)**

If not, do you hold a valid superintendent's license or certificate in any other state(s), and if so, what state(s)? **(ENCLOSE COPY)**

If you do not hold any superintendent licensure, please explain your current licensure status.

**II. EMPLOYMENT HISTORY**

A. Describe your present employment.

Employer (include city and state where located):

Beginning date of employment:

Number of employees you supervise:

Major responsibilities:

Your title:

Number of students (if a school system):

Amount of budget you control:

B. List in reverse chronological order all full-time positions you have held both within and outside the field of education:

Employer (include city and state where located):

Dates employed, from:

Number of employees you supervised:\*

Amount of budget you controlled:\*

Major responsibilities:

Your title:

until:

Number of students (where applicable):\*

Reason for leaving:

Employer (include city and state where located):

Dates employed, from:

Number of employees you supervised:\*

Amount of budget you controlled:\*

Major responsibilities:

Your title:

until:

Number of students (where applicable):\*

Reason for leaving:

\*Approximate number during last year in position.

Please attach additional pages if necessary.



6. Budgeting and financial management

7. Leveraging community and business partnerships to procure additional funding.

**III. EDUCATIONAL BACKGROUND**

A. List in reverse chronological order all college and postgraduate institutions you have attended: (Please use additional pages if needed.)

**Institution & Location**

**Years of Attendance**

**Degree Received**

**Major/Minor**

**IV. COMMUNITY AND PROFESSIONAL ACTIVITIES (You may submit a CV and/or resume in addition to your responses below.)**

A. In order of importance to you, please list the professional organization(s) of which you are or have been a member, which are most important to you:

B. Please list any professional awards you have received and publications you have written:

**V. ESSAYS**

*1. Why are you interested in leaving your current position to come to the Durham Public Schools?*

*2. What would you do to raise student achievement levels and help close the achievement gap in Durham Public Schools, and what is your rationale for those choices?*

*3. What personal and/or administrative skills or experiences do you have which you believe make you qualified to be our next superintendent?*

*4. What would you do in your first six months to learn about our community and schools?*

**VII. References**

List as references the names of at least three individuals, one of whom should be a board of education member or other employer, one a professional colleague and one a leader in your community but not necessarily connected with education. If you are currently employed by the Durham Public Schools Board of Education, please list a board member other than a current member of the Board.

- |    |  |   |
|----|--|---|
| 1. | Name:<br>Employer:<br>Mailing Address: | Position:<br>Telephone: (Home)<br>Telephone: (Work) |
| 2. | Name:<br>Employer:<br>Mailing Address: | Position:<br>Telephone: (Home)<br>Telephone: (Work) |
| 3. | Name:<br>Employer:<br>Mailing Address: | Position:<br>Telephone: (Home)<br>Telephone: (Work) |
| 4. | Name:<br>Employer:<br>Mailing Address: | Position:<br>Telephone: (Home)<br>Telephone: (Work) |

**VIII. Additional Information**

This space is provided for you to include any additional information you wish to share with the Durham Public Schools Board of Education which is not specifically covered in this application form and which you would like the Board to consider as it evaluates your application.

**IX. Criminal Background Check**

Have you ever been convicted of, or pled guilty to, or entered a plea of no contest to a crime as follows?

Felony                    Yes                     No

Misdemeanor            Yes                     No

Traffic Offenses            Yes                     No

If yes, give date and circumstances on an attached page.

**X. Credentials**

Please ask your college and/or university to forward your transcript and other relevant credentials if they are not enclosed.

**XI. Release and Certification**

I hereby expressly authorize the Durham Public Schools Board of Education, its agents and employees to make any investigation of my personal, financial or employment history, expressly including, but not limited to federal and/or state, criminal, law enforcement or traffic records. I further authorize any former employer, person, firm, corporation, credit agency, administrative body or governmental agency to give to the Durham Public Schools Board of Education, its agents or employees any information they may have regarding me. In consideration of the review of my employment application by the Durham Public Schools Board of Education, I hereby release the Durham Public Schools Board of Education, its agents and employees, the North Carolina School Boards Association, its agents and employees and any and all providers of information to whom this is sent from any liability as a result of furnishing or receiving this information. I hereby authorize my previous employers to provide all information which they may have concerning my past employment and release them and the Durham Public Schools Board of Education and its agents and employees, as well as all previous employers from any potential liability resulting from the release of information. I also certify that I have read this information carefully and that the information I have given is correct and complete. I understand that the falsification of any statement on this application, or in any personal interview, will constitute grounds for nonemployment or dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Send completed application to:

**Durham Public Schools Board of Education Superintendent Search**  
c/o Allison B. Schafer, Legal Counsel/Director of Policy  
North Carolina School Boards Association  
P.O. Box 97877  
Raleigh, NC 27624-7877  
Telephone: (919) 841-4040      Fax: (919) 841-4020  
E-mail: aschafer@ncsba.org

*The Durham Public Schools Board of Education does not discriminate in the hire, tenure or promotion of employees on the basis of race, religion, sex, national origin, disability or age.*