



SUPERINTENDENT HIRING ANNOUNCEMENT

Position Title: Superintendent

Employer's Name: McAllen Independent School District (MISD)

Location: McAllen, Texas

The McAllen ISD School Board is seeking a Superintendent who is focused on academic excellence. The mission of the McAllen Independent School District is to educate all students to become lifelong learners and productive citizens in a global society through a program of educational excellence utilizing technology and actively involving parents and the community. McAllen ISD is a district in the deep south Texas county of Hidalgo, serving more than 20,000 students across 30 campuses.

APPLICATION PROCESS

The application deadline is September 24, 2023 at 5:00 p.m. (CST). The anticipated start date for the new Superintendent is Fall of 2023, although applicants may be requested to start earlier. Applicants are required to hold a Texas Superintendent Certificate. Superintendent experience is required as discussed in applicant profile. An application should include a detailed letter of interest indicating qualifications and reasons for interest in the position. The application packet should consist of the following information:

- a completed application
- a statement of philosophy of education administration (not to exceed one page)
- a current resume or curriculum vitae
- post-secondary education transcripts
- copy of Texas Superintendent Certification

Application materials will be treated confidentially. Applicants are requested not to contact the current members of the Board. The final selection and appointment is the sole responsibility of the Board of Trustees.

The search is being conducted by the law firm of O'Hanlon, Demerath, & Castillo P.C.

QUALIFICATIONS

- Successful experience as a principal or comparable position
- Successful experience as a Superintendent, Assistant Superintendent, or comparable position.
- Certified as a Superintendent in Texas.
- Knowledgeable in Texas school law, finance, curriculum and accountability.
- Evidence of successful leadership.

SALARY

Highly Competitive-- commensurate with experience

Benefits: Highly Competitive—commensurate with experience

If potential candidates have any questions, please do not hesitate to contact the search firm at 956-318-0555 or at search@808west.com.



Please return the completed and signed application form with other application materials to:

O'Hanlon, Demerath & Castillo
426 W. Caffery Ave., Pharr, TX
Phone: 956-318-0555
Email: search@808west.com

Or Via the law firm's website at <http://www.808west.com/application>

ALL APPLICATION MATERIALS ARE DUE BY SEPTEMBER 24, 2023 AT 5:00 PM (CST). MATERIALS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED. THE BOARD IS CONDUCTING A CONFIDENTIAL SUPERINTENDENT SEARCH.

Application for Position of Superintendent

Contact Information

Last Name: _____ First Name: _____ Middle: _____

Home Address: _____

City, State, Zip: _____

Personal Phone: _____ Fax: _____ Personal E-mail: _____

List all other names you have used: _____

Higher Education

List all institutions of higher education you have attended, with the most recent first. (Attach supplemental pages, if necessary.)

Institution: _____

Graduation _____ Date: _____

Degree and Major: _____

Institution: _____

Graduation _____ Date: _____

Degree and Major: _____

Institution: _____

Graduation _____ Date: _____

Degree and Major: _____

Institution: _____

Graduation _____ Date: _____

Degree and Major: _____

Employment History

*List all full-time experience, both in and outside the field of education, beginning with your current or most-recent position. (Attach supplemental pages, if necessary.) **Board Members and References provided will not be contacted until approval is first given by candidate during the confidential search process.***

Employer: _____

Position(s): _____

District Student Enrollment: _____

Start /End Date: _____ Salary: _____

Employer: _____

Position(s): _____

District Student Enrollment: _____

Start /End Date: _____ Salary: _____

Employer: _____

Position(s): _____

District Student Enrollment: _____

Start /End Date: _____ Salary: _____

Employer: _____

Position(s): _____

District Student Enrollment: _____

Start /End Date: _____ Salary: _____

Current Employment

Length of Present Contract: _____

Present Contract Expiration Date: _____

Current Salary & Benefits/ _____

Expected Salary & Benefits

Date Available to Work: _____

Do you currently hold a Superintendent Certification? (yes/no): _____

If NO, are you eligible to take the Superintendent Exam?(yes/ _____

no): Honors/ Awards / Community Service: _____

Questionnaire

Answer Yes or No to the following questions. Attach a brief explanation for any answers which you believe might negatively affect your application including: criminal convictions, professional license discipline, and pending investigations in any state.

- _____ 1. Have you ever left any education-related employment, voluntarily or involuntarily, while the subject of an inquiry, review, or investigation of alleged misconduct or alleged violation of professional standards of conduct?
- _____ 2. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct?
- _____ 3. Have you ever had a professional certificate, credential or license revoked or suspended or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards of conduct?
- _____ 4. Have you ever been denied a professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?
- _____ 5. Have you ever surrendered a professional license of any kind before its expiration?
- _____ 6. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?
- _____ 7. Have you ever been convicted of a felony or misdemeanor offense relating to the duties and responsibilities of the education profession, including: (1) an offense involving moral turpitude; (2) an offense involving a form of sexual or physical abuse of a minor or student or other illegal conduct in which the victim is a minor or student; (3) a felony offense involving the possession, transfer, sale, or distribution of or conspiracy to possess, transfer, sell, or distribute a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.; (4) an offense involving the illegal transfer, appropriation, or use of school district funds or other

district property; or (5) an offense involving an attempt by fraudulent or unauthorized means to obtain or alter a professional certificate or license issued under Tex. Educ. Code chapter 21?

_____ 8. Have you ever been convicted of a felony or misdemeanor offense for criminal homicide, kidnapping, unlawful restraint, smuggling of persons, trafficking of persons, sexual crimes, assault, or an offense requiring you to register as a sex offender, where the victim of the offense was under 18 years of age?

_____ 9. Have you ever entered a plea of guilty or no contest relative to any charge for an offense listed in questions 7 or 8 above?

_____ 10. Have you ever had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking or other threatening behavior toward other persons?

_____ 11. Have you ever been the subject of a substantiated report of abuse or neglect involving a student or minor child?

_____ 12. Are you currently the subject of an ongoing investigation related to a report of abuse or neglect involving a student or minor child?

Language Skills

Do you speak any languages other than English? If so, please state each language and describe your level of proficiency.

Social Media Accounts

Please share with us the URL or internet handles to any of your social media accounts

References

Please share with us three professional references:

Name: _____ Phone: _____

E-Mail: _____ Title/Position: _____

Name: _____ Phone: _____

E-Mail: _____ Title/Position: _____

Name: _____ Phone: _____

E-Mail: _____ Title/Position: _____

Authorization and Verification

I hereby authorize all my current and former employers who are education providers to disclose the (a) dates of my employment; (b) whether I was the subject of any substantiated reports of child abuse or sexual conduct related to my employment; (c) the dates of any substantiated reports; (d) the definitions of child abuse and sexual conduct used by the education provider when the determination was made that any reports were substantiated; and (e) the definitions of child abuse and sexual conduct used by my education provider employer to determine whether any reports were substantiated.

I hereby authorize my current or former education provider employers to release any disciplinary records of a crime listed in Tex. Educ. Code §§ 21.058 and 21.060 for which I was convicted.

I authorize my references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualifications, or fitness to provide such information to McAllen ISD for which I have completed an employment application. I release the school district and all persons providing this information to the school district from any liability whatsoever for obtaining and providing that information, regardless of the results.

I acknowledge that semi-finalists in this superintendent search may be subject to criminal records check by the school district and a license review through the relevant state licensing agency related to my employment.

I acknowledge that the school district may conduct an Internet search, reference checks, background investigations and confirmation of employment as a part of this application.

The information that I have provided in this application is true and accurate to the best of my knowledge. I have answered all of the questions to the best of my ability and I have not knowingly withheld information that would negatively affect my application. Any misrepresentations or omissions of fact in this application, any materials submitted with this application, or during interviews may be cause for rejection of this application or subsequent termination from employment, if hired.

Signed

Date

Name (Printed)

Please return the completed and signed application form with other application materials to:

O'Hanlon, Demerath & Castillo

808 West Avenue

Austin, Texas 78701

Phone: 956-212-3133

Email: search@808west.com

Or Via the law firm's website at <http://www.808west.com/application>

ALL APPLICATION MATERIALS ARE DUE BY September 24, 2023 AT 5:00 PM (CST). MATERIALS RECEIVED AFTER THE DEADLINE MAY NOT BE CONSIDERED.

JOB TITLE: Superintendent

JOB CODE: 1000

REPORTS TO: Board of Trustees

PAY GRADE: N/A

DEPARTMENT OR CAMPUS: Superintendent

DATE REVISED: September 11, 2023

WAGE/HOUR STATUS: Exempt

PRIMARY PURPOSE:

The Superintendent is the educational leader and chief executive officer of a district, and reports directly to the board. Responsible for the planning, operation, supervision and evaluation of the educational programs, services and facilities of the District, and for the annual appraisal of District staff. Responsible for developing, establishing, and maintaining programs and professional environments for the delivery of quality education to enable students to become self-sufficient, productive, and contributing individuals in our society. Responsible for attaining annual and long-term academic goals and implementing best practices for instruction and management to ensure program effectiveness. Responsible for effectively managing the school district budget in a cost effective manner to provide maximum return on money invested and protect all invested capital. Responsible for conducting operations and leading a positive work environment that fulfills the mission statement of the District.

QUALIFICATIONS:

Education/Certification:

- Valid Texas Superintendent Certificate required
- Master's Degree in Education related field required
- Doctorate degree in Education related field preferred

Special Knowledge/Skills/Ability:

- Bilingual (English & Spanish) language skills preferred
- Knowledge of Texas school law, school finance system, and budget management
- Knowledge of and experience with leadership and instructional frameworks
- Knowledge of safety response procedures, processes, and protocols to maintain a safe educational and working environment
- Effective organization, time management, and task prioritization skills
- Exceptional communication (oral and written), public relations and interpersonal skills
- Ability to manage multi-million dollar budget and oversee district personnel
- Ability to ensure compliance with policy and procedures and drive corrective actions
- Ability to communicate and work collaboratively with the school Board of Trustees
- Ability to apply diplomatic techniques and maintain strict confidentiality in sensitive matters
- Ability to remain calm, flexible, and work effectively under pressure

Experience:

- Minimum of three (3) years campus Principal experience required
- Minimum of three (3) years central administration experience required
- Superintendent experience OR minimum of three (3) years' experience as an executive leader in a large complex organization preferred
- Teacher experience preferred
- Computer skills (MS Office, etc.) as required for the position

MAJOR RESPONSIBILITIES AND DUTIES / ESSENTIAL FUNCTIONS:

PER BOARD POLICY BJA (LEGAL): A superintendent is the educational leader and chief executive officer of a district.

THE DUTIES OF A SUPERINTENDENT INCLUDE:

- 1) Assuming administrative responsibility and leadership for the planning, organization, operation, supervision, and evaluation of the education programs, services, and facilities of a district and for the annual performance appraisal of the district's staff.
- 2) Except as provided by Education Code 11.202 (duties of principal), assuming administrative authority and responsibility for the assignment, supervision, and evaluation of all personnel of a district other than the superintendent.
- 3) Overseeing compliance with the standards for school facilities.
- 4) Initiating the termination or suspension of an employee or the nonrenewal of an employee's term contract.
- 5) Managing the day-to-day operations of a district as its administrative manager, including implementing and monitoring plans, procedures, programs, and systems to achieve clearly defined and desired results in major areas of district operations.
- 6) Preparing and submitting to a board a proposed budget and administering the budget.
- 7) Preparing recommendations for policies to be adopted by a board and overseeing the implementation of adopted policies.
- 8) Developing or causing to be developed appropriate administrative regulations to implement policies established by a board.
- 9) Providing leadership for the attainment and, if necessary, improvement of student performance in a district based on the state's student achievement and quality of learning indicators and other indicators as may be adopted by the commissioner or the board.
- 10) Organizing a district's central administration.
- 11) Consulting with the district-level committee.
- 12) Ensuring:
 - a. Adoption of a Student Code of Conduct and enforcement of that Code of Conduct;
 - b. Adoption and enforcement of other student disciplinary rules and procedures as necessary.
- 13) Submitting reports as required by state or federal law, rule, or regulation, and ensuring that a copy of any report required by federal law, rule, or regulation is also delivered to TEA.
- 14) Providing joint leadership with a board to ensure that the responsibilities of the board and superintendent team are carried out; and
- 15) Performing any other duties assigned by action of a board.
- 16) Ensure the implementation of the policies created by the board.

COLLABORATION WITH THE BOARD: A board and a superintendent shall work together to:

- 1) Advocate for the high achievement of all district students;
- 2) Create and support connections with community organizations to provide community-wide support for the high achievement of all district students;
- 3) Provide educational leadership for a district, including leadership in developing the district vision statement and long-range educational plan [see AE];
- 4) Establish district-wide policies and annual goals that are tied directly to the district's vision statement and long-range educational plan
- 5) Support the professional development of principals, teachers, and other staff; and
- 6) Periodically evaluate board and superintendent leadership, governance, and teamwork.

PER BOARD POLICY BJA (LOCAL): In addition to responsibilities specifically provided by law or in the superintendent's contract, the superintendent shall provide educational leadership, demonstrate district management, and maintain positive board and community relations.

EDUCATIONAL LEADERSHIP: To provide leadership and direction for the development of an educational system that is based on the needs of students, on standards of excellence and equity, and on community goals, the Superintendent shall:

- 1) Establish effective mechanisms for communication to and from staff in instructional evaluation, planning, and decision making.
- 2) Oversee annual planning for instructional improvement and monitor for effectiveness.
- 3) Ensure that goals and objectives form the basis of curricular decision making and instruction and communicate expectations for high achievement.
- 4) Ensure that appropriate data are used in developing recommendations and making decisions regarding the instructional program and resources.
- 5) Oversee a system for regular evaluation of instructional programs, including identifying areas for improvement, to attain desired student achievement.
- 6) Oversee student services, including health and safety services, counseling services, and extracurricular programs, and monitor for effectiveness.
- 7) Oversee a discipline management program and monitor for equity and effectiveness.
- 8) Encourage, oversee, and participate in activities for recognition of student efforts and accomplishments.
- 9) Oversee a program of staff development and monitor staff development for effectiveness in improving district performance.
- 10) Stay abreast of developments in educational leadership and administration.

DISTRICT MANAGEMENT: To demonstrate effective planning and management of District administration, finances, operations, and personnel, the Superintendent shall:

- 1) Implement and oversee a planning process that results in goals, targets, or priorities for all major areas of District operations, including facilities maintenance and operations, transportation, and food services.
- 2) Monitor effectiveness of District operations against appropriate benchmarks.
- 3) Oversee procedures to ensure effective and timely compliance with all legal obligations, reporting requirements, and policies.
- 4) Ensure that key planning activities within the District are coordinated and are consistent with Board policy and applicable law and that goals and results are communicated to staff, students, and the public as appropriate.
- 5) Oversee a budget development process that results in recommendations based on District priorities, available resources, and anticipated changes to district finances.
- 6) Oversee budget implementation to ensure appropriate expenditure of budgeted funds, to provide for clear and timely budget reports, and to monitor for effectiveness of the process.
- 7) Ensure that District investment strategies, risk management activities, and purchasing practices are sound, cost-effective, and consistent with District policy and law.
- 8) Maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.
- 9) Ensure that the system for recruiting and selection results in personnel recommendations based on defined needs, goals, and priorities.
- 10) Organize District staff in a manner consistent with District priorities and resources and monitor administrative organization at all levels for effectiveness and efficiency.
- 11) Oversee a performance appraisal process for all staff that reinforces a standard of excellence and assesses deficiencies; ensure that results are used in planning for improvement.
- 12) Administer a compensation and benefits plan for employees based on clearly defined goals and priorities.
- 13) Encourage, oversee, and participate in staff recognition and support activities.
- 14) Oversee a program for staff retention and monitor for effectiveness.

BOARD AND COMMUNITY RELATIONS: To maintain positive and professional working relationships with the Board and the community, the Superintendent shall:

- 1) Keep the Board informed of significant issues as they arise, using agreed upon criteria and procedures for information dissemination.
- 2) Respond in a timely and complete manner to Board requests for information that are consistent with Board policy and established procedures.
- 3) Provide recommendations and appropriate supporting materials to the Board on matters for Board decision.
- 4) Articulate and support Board policy and decisions to staff and community.
- 5) Direct a proactive program of internal and external communication at all levels designed to improve staff and community understanding and support of the District.
- 6) Establish mechanisms for community and business involvement in the schools and encourage participation.
- 7) Work with other governmental entities and community organizations to meet the needs of students and the community in a coordinated way.

SUPERVISORY RESPONSIBILITIES: Exercise supervision over all schools in the District. Maintain authority over all District employees and programs they are responsible for implementing.

EQUIPMENT USED: Computer, copier, adding machine, and multimedia equipment

WORKING CONDITIONS:

Mental Demands:

Maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent District and statewide travel, frequent prolonged and irregular hours. Ability to stand, walk, and sit frequently or for prolonged periods of time. Perform extensive work at a computer display terminal. Physical abilities include lifting, carrying, pushing, pulling, stooping, or crouching, reaching/handling/fingering, talking/hearing conversations.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.