

NOTICE OF VACANCY IN THE POSITION OF SUPERINTENDENT OF EDUCATION

Job Title: Superintendent of Madison City Schools

Job Description: The Superintendent serves as the chief executive officer of Madison City Schools and reports directly to the City of Madison Board of Education (“Board”), of which the Superintendent will also serve as Secretary. The Superintendent’s duties include those prescribed for superintendents under the Alabama Code (§16-12-1, *et seq.*) and corresponding requirements and regulations established by the Board and the Alabama State Board of Education (“ALSDE”). The Superintendent is responsible for implementation of Board policies and its approved goals and objectives. The Superintendent oversees and directs the effective operation of Madison City Schools, including the general administration of all instructional, business, and other functions. The Superintendent advises and makes recommendations to the Board respecting such activities, including policies and procedures deemed appropriate to the attainment of established goals, and for legal compliance. The Superintendent provides effective leadership for Madison City Schools and maintains clear and consistent lines of communication with the Board, central office and school leadership teams, and with all employees, parents, students, media and other stakeholders of Madison City Schools.

**Required
Qualifications:**

- General fitness and character appropriate to the position;
- Undergraduate degree from a four-year college or university;
- Certification or eligibility for certification in administration and recognized ability as a school administrator;
- A minimum of five years successful experience in and general knowledge of public school administration;
- Such other minimum qualifications as may be established by statute or ALSDE;
- Employment availability no later than June 1, 2020.

**Strongly Preferred
Qualifications:**

- Doctorate degree from a recognized college or university program.
- Experience as a Superintendent, Assistant Superintendent, and/or secondary school level principal.

Other Traits:

The Board is seeking a leader with strong interpersonal, organizational and leadership skills to manage the system effectively and efficiently. The successful candidate will be required to reside in Madison. School-age children of the Superintendent are expected to attend Madison City Schools, absent extenuating circumstances. Other desired traits include:

- Strong financial management skills and experience;
- Demonstrated ability to work with people who have varying backgrounds and interests;
- Ability to delegate effectively;
- Good character, high moral standing, and personal integrity;
- Ability to communicate effectively with the Board, elected officials, personnel, parents, students, media and other stakeholders of Madison City Schools;
- Commitment to long range planning;
- Analytical and problem-solving expertise and skill at making data-driven decisions;
- Ability to evaluate personnel and programs effectively.

Salary Range : The minimum salary for the position is \$180,000, plus benefits, for a candidate hired with a doctorate degree. Salary is negotiable based on the successful candidate's educational attainment, experience and proven track record of success.

Application Information : The applicant is requested to print, sign and submit an application on the approved form (available at www.madisoncity.k12.al.us) with a cover letter, resume, and at least three professional references by e-mail to: Superintendent@LanierFord.com (preferred)

or by mail to: **Madison City Superintendent Search
c/o Lanier Ford
2101 West Clinton Ave., Suite 102
Huntsville, Alabama 35805**

In addition a verified transcript from the institution that granted the applicant's highest degree must be requested by the applicant and sent directly by regular mail or by e-mail to: Superintendent@LanierFord.com . Transcripts sent directly from the applicant will not be accepted.

For additional information, please contact Woody Sanderson at WWS@LanierFord.com, or by phone at (256) 535-1100.

DEADLINE FOR APPLYING: ALL APPLICATIONS FOR THE POSITION MUST BE RECEIVED IN THE OFFICE OF LANIER FORD BY THE CLOSE OF BUSINESS 5 P.M. CENTRAL STANDARD TIME ON MARCH 23, 2020. APPLICANTS ARE *STRONGLY* URGED TO PERSONALLY VERIFY TIMELY SUBMISSION OF THEIR APPLICATION MATERIALS.

Posting of Notice: This notice is published and posted in accordance with *Ala. Code* §§16-12-1 and 16-22-15. It shall be posted at least thirty (30) calendar days before the position is to be filled, on-line at www.madisoncity.k12.al.us and in a conspicuous place in each of the District's schools, in District work areas/sites and at the Central Office of the District located at 211 Celtic Drive in the City of Madison, Alabama. **The City of Madison City Board of Education is an equal opportunity employer.**

Timeline: The Board has established an anticipated timeline for the search to fill the Superintendent position. The timeline is attached to this notice and also may be found at www.madisoncity.k12.al.us

Background Check Required:

A background investigation is required for consideration for this position. Investigations may include, but are not limited to, analysis of public and private documents, contact with former employers, verification of employment, education and credentialing, information from background check providers, and contact with professional references. The Applicant's signature to the application for the position shall constitute authorization for Madison City Schools, its legal counsel, Woody Sanderson of Lanier Ford, and his agent, The MOSES GROUP, LLC, to conduct a background investigation, as described above, including a credit history report. Applicant's signature to the application also constitutes an acknowledgment that information revealed from the background investigation may be used for determining eligibility and qualification for employment consideration, and for continued employment if hired. The Applicant will be notified in accordance with the Fair Credit Reporting Act (FCRA) before any employment decision is made if made based on information in the report and any information gathered will be provided to the applicant by Lanier Ford upon written request.

The Board reserves the right to waive nonmaterial defects or discrepancies in applications; to verify, clarify, or obtain additional information regarding applicants, including relevant background information; and to consider qualified candidates who have not participated in the formal application process described above.