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Application: Superintendent

St. John the Baptist Parish Public Schools

The St. John the Baptist Parish School Board is seeking a highly qualified leader to serve as the Superintendent. A minimum base salary of \$165,000 has been established for the position. The successful candidate should possess the following characteristics and qualifications:

- A proven leader who has served in an organization with preferably five (5) or more years of experience at the executive-level (Doctoral Degree preferred);
- A track record of successfully implementing best practices to maximize the success of the entire organization with an emphasis on raising academic achievement for all students;
- A team builder who possesses the management style and interpersonal skills to build, motivate and maintain a highly effective executive staff and who can set clear expectations and delegate authority but remains knowledgeable and accountable for the district's overall progress;
- Ability to work collaboratively with the School Board, staff, students, parents, and community to build a climate of transparency, mutual trust, respect and cooperation;
- An unwavering commitment and dedication to supporting and growing a culture of inclusion and equity throughout the district and community;
- Expertise in finance, budget management, and legislative engagement, as well as the ability to maintain and increase outside funding sources;
- A visionary leader who can build and strengthen relationships with all stakeholders while supporting academic achievement;
- Possesses the leadership skills necessary to respond to the challenges of an ethnically and culturally diverse district and community;
- An ethical leader who is a good communicator, is open and approachable, and is actively and enthusiastically involved and visible within the district and community with a long-term commitment to serving the district and St. John the Baptist Parish community;

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- A progressive leader with experience in the planning, implementation, and assessment of relevant professional development for members of the district's educational community;
- A thoughtful leader who can build consensus yet make and take responsibility for difficult decisions that are in the best interest of all students and taxpayers within the district.

CONDITIONS OF EMPLOYMENT

<u>Salary and Benefits:</u>	Negotiable; commensurate with experience
<u>Criminal History/Background:</u>	Required
<u>Fingerprinting:</u>	Required

The online application should include one (1) file with the following information in PDF format:

- Letter of Interest
- Current Resume
- List of References
- College/University Transcripts
- Copies of the "verification forms" with signatures (scanned copies are acceptable)

Electronic submittal is preferred: <http://www.jgconsulting.us/job/st-john-the-baptist/>

(A reply email will be sent to confirm submission has been received)

Application packets may be mailed to:

One-Fourth Consulting, LLC (JG Consulting dba)
723 W. University Dr., Ste, 110-194
Georgetown, TX 78626

Application Deadline: May 25

Desired Beginning Date: July 2020

JG Consulting is conducting the executive search:

James Guerra, CEO

Alton Frailey

Raymond Allmon

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P: (214) 934-5537

P: (832) 748-0602

P: (225) 361-9035

E: james@jgconsulting.us

E: alfrailey@yahoo.com

E: rva@craftsince1954.com

Applicants are not to contact any members of the Board. The final selection and appointment is the sole responsibility of the School Board. For clarification and application inquiries, call (888) 765-3731. The St. John the Baptist Parish Public Schools does not discriminate against race, religious creed, color, national origin, age, ancestry, physical and/or mental disability (including HIV and AIDS), medical condition, genetic information, marital status, sex (childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, age, sexual orientation, and military and/or veteran status.

Search Activity	Dates
School Board Contracts with JG Consulting	March 30
Provide Draft Application & Job Profile to the School Board	April 10
Present Draft Application & Job Profile for School Board's Approval	April 23
Application & Job Profile Posted	April 25
Candidate Applications Due	May 25
Candidates to complete the OnDemand Interview	May 26 - June 1
Virtual Meeting with Board & Present the Candidates for Interview Selections	June 11
Candidate Interviews with the Board***	June 15 - 30
School Board Names Lone Finalist	July - TBD

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Verification for Superintendent

Please attach a brief explanation for any circumstances arising from the questions below that you are unable to initial. I hereby certify that none of the listed conditions have occurred by initialing each of the following:

_____ I have never left any educational school-related employment or other profession, voluntarily or involuntarily, while the subject of an inquiry, review, or investigation of alleged misconduct or alleged violation of professional standards of conduct or had reason to believe such investigation was imminent.

_____ I have never been nor am I currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of the professional standards of conduct.

_____ I have never failed to complete a contract for educational services in any educational or school-related position for any alleged misconduct or alleged violation of professional standards of conduct.

_____ I have never had a professional certificate, credential or license (of any kind) revoked or suspended nor have I been placed on probationary status for any alleged misconduct or alleged violation of the professional standards of conduct.

_____ I have never been denied a professional license for which I applied or was granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct.

_____ I have never surrendered a professional license of any kind before its expiration.

_____ I have never been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure.

_____ I have never been charged with any: (a) felony, (b) misdemeanor, or (c) major traffic violation, such as; driving under the influence of intoxicants or illegal drugs; reckless driving;

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fleeing from or attempting to elude a police officer; driving while my license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident.

_____ I have never entered a plea of guilty or no contest relative to any charge for an offense listed in the question above.

_____ I have never had any civil complaint, judgment or other court order entered against me resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking or other threatening behavior toward other persons.

_____ I have never been the subject of a substantiated report of child abuse or sexual misconduct of any kind.

_____ I have not previously nor am I currently the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct (involving a PreK-12 student or minor child).

_____ I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision.

Confirmation of Verification

The information that I have provided in this Verification of Superintendent 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 dismissal from employment, if hired.

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 authorize my listed 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 the school district 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.

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I acknowledge that finalists in this superintendent search may be subject to criminal records check by the school district or any other 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.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____

AUTHORIZATION AND RELEASE

IMPORTANT: READ CAREFULLY BEFORE SIGNING

Louisiana Revised Statutes 17:3884 provides that a school board considering the employment application of a person who has been evaluated in another school system shall request such person's evaluation results as part of the application process and shall inform the applicant that his/her evaluation results will be requested. The applicant shall be given the opportunity to review any information received by the prospective employer as a result of such request and afforded the opportunity to provide any response or information the applicant deems appropriate. Please be advised, therefore, that the St. John the Baptist Parish School Board will request evaluation results on you from each of the school districts you have listed in your application. You will be given an opportunity to review the evaluation results received and to provide a response or information if you would like to do so. Any written response or information you might provide will be retained with your application.

Louisiana Revised Statutes 17:15 also requires all applicants for employment to be fingerprinted in order to assist in background checks of those individuals. Should it be determined that any applicant (or employee) has been convicted of one or more of the criminal offenses set forth in Louisiana Revised Statutes 17:587.1(C), then that applicant (or employee) is generally precluded from further employment with the school system. The conviction of other offenses that call into question the applicant's fitness for the position may also preclude employment or continued employment.

Louisiana Revised Statutes 17:81.9 further requires a school board receiving an application to request that all current and prior school board employers of the applicant provide it with all information in their records relative to instances of sexual misconduct, if any, with students

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committed by the applicant. This law further provides that the applicant must release all such employers from liability arising from the release of such information to the prospective employer.

Louisiana Revised Statutes 44:1 et al. provides that public records are subject to production to persons requesting such information, including members of the press. Accordingly, I understand that the fact that I am seeking employment with the Board and my application may become public knowledge.

AUTHORIZATION AND RELEASE

I certify that the information which I have provided in the attached application is true, correct and complete. I understand that furnishing false information or omitting material information on this application could disqualify me from consideration for employment or could lead to my discharge from employment. I have read and agree to the above provisions and hereby authorize the St. John the Baptist Parish School Board to request, receive, review and consider my prior evaluations and information relative to sexual misconduct or physical abuse, if any, with students from all of my current or previous school system employers. I further release the St. John the Baptist Parish School Board, its employees, agents and insurers and all current and former employers, their agents, employees and insurers from any liability connected with such disclosures and do hereby specifically authorize such employer(s) to release to the St. John the Baptist Parish School Board such information and documentation as may be requested in connection with my application for employment with it, including any documentation which had been previously sealed.

Signature of Applicant: _____

Printed Name of Applicant: _____

Date: _____