

Sabine Parish School Board Superintendent Application Form

The Sabine Parish School Board (“Board”) thanks you for your interest in this position. By providing as much information as possible, you will allow us to assess your qualifications in a timely and efficient manner. Please allow us to provide you with important information. We ask that you read the application form and all attachments carefully and that you provide complete and accurate information. Your signature certifies that you have done so and that all information provided is true, complete and correct.

Notice, Conditions and Directions:

1. Please type all the information and fill in all blanks.
2. Completed applications, with all attachments, should be forwarded to Sabine Parish School Board, Attn: Board President, P.O. Box 1500, Many, Louisiana 71449. Applications delivered electronically, in person, or in any other fashion will not be considered.
3. **To be considered, applications must be postmarked no later than midnight on September 3, 2021.** Delivery and proof of receipt is the obligation of the applicant. Only those applications found in the subject post office box and with timely postmarks will be considered.
4. Your application should include your resume and a copy of your Louisiana teaching credentials/certificate evidencing certification for the position. If you are not certified in Louisiana, your application must be accompanied by written confirmation from the Louisiana Department of Education that you are eligible for immediate certification as a school superintendent upon employment by the Sabine Parish School Board. Information regarding the requirements for Louisiana certification may be obtained by contacting the Louisiana Department of Education at 1-877-453-2721.
5. Louisiana law requires the Board to request certain information relative to your current or prior employment, and you must authorize such persons or entities to release such information to the Board. Any offer of employment, vote to employ, or actual employment is conditioned upon the results of this review and the negotiation of a contract. Any adverse information, conviction, or plea which impacts your eligibility or fitness for the position shall vitiate the Board’s offer of employment, vote to employ, or contract.
6. If hired, you must also submit fingerprints for a background check in accordance with La. R.S. 17:15 and La. R.S. 15:587.1. Such background check is designed to reveal all criminal convictions and pleas, including those which may have been expunged. Any offer of employment, vote to employ, or contract is conditioned upon the results of this review. Any conviction or plea which impacts your eligibility or fitness for the position shall vitiate the Board’s offer of employment, vote to employ, or contract.

7. Applicants selected for interviews will be notified as to time and place of interviews. Any expenses incurred by an applicant in connection with the application or for travel to/from interviews shall be borne by the applicant.
8. The Sabine Parish School Board is an Equal Opportunity Employer and does not discriminate on the basis of age, race, sex, gender, national origin, religion, disability or membership in any other protected classification.
9. Please note that Louisiana law provides that all applications for the position of superintendent are public records subject to release to the media, press, or to any person requesting a copy. **Accordingly, please be advised that the fact that you have applied for the position and the contents of your application may become public knowledge.**
10. Applicants are asked not to contact Sabine Parish School Board members directly during this process. You may contact Robert L. Hammonds, Board Legal Counsel, at (225) 923-3462 with any questions regarding your application or the completion of same.

PERSONAL INFORMATION

Last Name	First	Middle Initial
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Business Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

HomeAddress: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Present Position: _____

Type of Organization or School District: _____

Enrollment: _____ Annual Budget: _____

Types of Certificates Held:

ATTACH YOUR CERTIFICATE OR WRITTEN CONFIRMATION THAT YOU ARE ELIGIBLE FOR IMMEDIATE CERTIFICATION AS SUPERINTENDENT FROM THE LDOE.

PROFESSIONAL PREPARATION

	Institution & Location	Major/ Minor	Degree	GPA (optional)
Undergraduate				
Graduate				

ADMINISTRATIVE EXPERIENCE

School System	City	State	Position	Dates From-To

TEACHING EXPERIENCE

Name of School	City	State	Grade or Subject	Dates From-To

Total Years Administrative Experience _____ Total Years Teaching Experience _____

Louisiana Teaching Certificate Type and Number _____
List Areas of Certification _____

Do you hold a teaching certificate from another state? _____ If so, please list State(s) and areas of certification. _____

Has your certificate ever been suspended, revoked or subject to other adverse action? _____ If so, please state the date, agency taking such action, and reason for same:

Are you presently certified for the position of Superintendent of Schools by the Louisiana Department of Education? _____ If not, do you currently possess the educational requirements, experience and other qualifications necessary to obtain certification at this time? _____ Have you attached written confirmation of eligibility for immediate certification from the LDOE? _____. Please note that you must do so.

Have you ever been terminated by a school system or asked to resign? _____ If so, please attach a complete explanation identifying the employer, basis for termination or resignation, and the date of same.

Have you ever been convicted of a felony or other serious offense? _____ If so, please attach a complete explanation identifying the charge, jurisdiction and court involved, date of conviction or plea, and factual basis of charge(s).

Have you ever engaged in or been accused of engaging in sexual misconduct with a minor/student or in the abuse or neglect of a minor? _____ If so, please attach a complete explanation identifying the conduct or alleged conduct in question, the date(s) of such conduct, your employer at the time, whether criminal charges were filed against you, the court in which such charges were filed, and the outcome of those charges.

Have you ever been the subject of any investigation of alleged sexual misconduct involving a minor or student, abuse of a minor or student, or neglect of a minor or student? _____ If so, please attach a complete explanation identifying the conduct or alleged conduct in question, the date(s) of such conduct, your employer at that time, and the results of the investigation, including whether criminal charges were filed against you or disciplinary action was taken against you.

The retirement of the current Superintendent for the Sabine Parish School Board is effective December 31, 2021. Would you be available to begin work as a certified Superintendent in Sabine Parish on January 1, 2022? _____. If requested, would you be able to come in before January 1, 2022 to begin the transition process? _____.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND OFFICES AND DATES HELD:

Organization	Dates From - To

COMMUNITY ORGANIZATIONS AND SERVICES:

Organization	Dates From-To

REFERENCES - List five (5) names, titles, work addresses, and telephone numbers of individuals familiar with your career that we may contact:

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

Other information about your background or qualifications that you think might be helpful.

I have read, understand and acknowledge the foregoing notice, conditions and directions for completing this application. I certify that the information provided herein and in the attachments hereto is accurate, true and complete to the best of my knowledge. I further certify that I have not been convicted of a felony and have not engaged in physical or sexual misconduct, neglect, or abuse with or toward a student. I hereby waive my confidentiality with regard to my work record and criminal record and consent to and authorize the release of information from my current and former employers and/or law enforcement personnel upon inquiry in reference to this application, including any which may have been sealed. I release anyone responding to such inquiry from any liability for providing such information.

Signature

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 Sabine 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 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 and complete. I understand that furnishing false information or omitting 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 Sabine Parish School Board to request, receive, and review my prior evaluations and information relative to sexual misconduct, if any, with students from all of my current or previous school system employers. I further release the Sabine 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 Sabine Parish School Board such information and documentation as may be requested in connection with my application for employment with it.

APPLICANT

DATE: _____