

# Superintendent of Schools Application

## SUPERINTENDENT OF SCHOOLS APPLICATION PACKET CHECKLIST:

(Please submit **ALL** documentation together, as a single PDF document, in **ONE** e-mail to the facilitator prior to 4:00 pm (MDT) Friday, March 31, 2023: [rstowell@usba.cc](mailto:rstowell@usba.cc) Once received, a confirmation e-mail will be sent to you.)

- Letter of Interest
- Superintendent Application (Save and submit your application using the following format: Last Name, First Name - 2023.MM.DD)
- A complete set of college transcripts showing all degrees, and a copy of your current professional educator license
- Resume / Vita (Include All related work experience with an emphasis on experience as an administrator)
- A written expression of philosophy and vision for leading the Salt Lake City School District
- Letters of Recommendation (Three (3) confidential, professional letters of recommendation to be emailed directly to Richard Stowell at: [rstowell@usba.cc](mailto:rstowell@usba.cc). The subject line should read "SLCSD Superintendent Candidate, Last Name" and be received by 4:00 pm March 31, 2023. )

## PERSONAL CONTACT:

Name: \_\_\_\_\_ Home Telephone Number: \_\_\_\_\_  
 Preferred Name: \_\_\_\_\_ Cell Telephone number: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ Alternative Telephone Number: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_

## BACKGROUND:

Do you have the legal right to work in the United States? Yes  No   
 (Proof of citizenship or immigration status must be submitted when hired.  
 If you do not have a current INS Authorization, employment will not be offered.)

Have you ever:

- a. been convicted of a violation of law other than a minor traffic violation? Yes  No
- b. pleaded guilty and had your guilty plea held in abeyance in a criminal proceeding? Yes  No
- c. been placed on probation in conjunction with a criminal charge or conviction? Yes  No

Are any criminal charges or proceedings pending against you? Yes  No

If you have answered yes to any of the above, provide a statement explaining the circumstances.

*Explanation* \_\_\_\_\_

Have you ever been refused tenure, non-renewed, suspended, or terminated? Yes  No

Have you ever had any action, sanction, or discipline taken against your professional educator and/or other professional license(s) or are you currently under investigation? Yes  No

If you have answered yes to any of the above, provide a statement explaining the circumstances.

*Explanation* \_\_\_\_\_

Reference Check Release Yes  No

Pursuant to Utah State Law 53A-11-410 and 34-42-1, by selecting "Yes" on this question I authorize Utah School Boards Association to contact current and previous employers and authorize them to disclose information regarding any employment action taken or discipline imposed against me for the physical abuse or sexual abuse of a child or student as well as information about my job performance, professional conduct or evaluations.

I understand that if an LEA (Local Education Agency) or other employer in good faith discloses information that is within the scope of this release, the LEA or other employer is immune from civil and/or criminal liability based upon the applicable law. I acknowledge that by not marking "Yes" on this question, I cannot be considered for employment with Salt Lake City School District.

Have you retired from the Utah State Retirement System?

If Yes, when did you retire: Date Retired from URS

No

Do you have any relatives employed by Salt Lake City School District?

Yes  No

*Generally, immediate family members of current employees are not eligible to work at the same school or department, except in certain circumstances. We try to avoid any possible conflicts of interest.*

If Yes, who? **Name of relative**

Where? **Location of relative**

**LICENSURE:**

Do you hold a current Utah Professional Educator License?

Yes  No  N/A

What "Licensed Area(s) of Concentration" are or will be listed on your license?

Area of Concentration
Area of Concentration
Area of Concentration

Do you hold any other type of Professional License?

Yes  No  N/A

What type of Professional License and from which state?

Type of License and State
Type of License and State

**EDUCATION:** (Most recent degree first)

Institution & Location	Graduated	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor
Institution-Location	Yes/No	Degree	Major	Minor

**MULTILINGUAL ABILITIES:** Indicate any languages other than English that you can speak, read, and/or write:

	Language #1	Language #2	Language #3
<b>Speak</b>			
<b>Read</b>			
<b>Write</b>			

**EDUCATIONAL WORK EXPERIENCE:**

Provide the requested information, if applicable, in the following areas. If not applicable, type "N/A":

District Office/Other	Name of District and Location	# of Years Worked	# of Students in District
Superintendent			
Assistant Superintendent			
Position Held - Other			
Position Held - Other			
Position Held - Other			
Position Held - Other			

School Related Experience	Name of District and Location	# of Years Worked	# of Students in District
Principal			
Asst. Principal			
Teacher			
Position Held - Other			
Position Held - Other			
Position Held - Other			

**CURRENT EMPLOYMENT:**

**Current Employer:**

**Your current position:**

**Immediate Supervisor:**

**Supervisor Contact:**

**When may we contact your current employer for reference?**

- Immediately       After Interview       Notify me prior to contact
- 

**PREVIOUS EMPLOYMENT #1:**

**Current Employer:**

**Your current position:**

**Immediate Supervisor:**

**Supervisor Contact:**

**When may we contact your current employer for reference?**

- Immediately       After Interview       Notify me prior to contact
- 

**PREVIOUS EMPLOYMENT #2:**

**Current Employer:**

**Your current position:**

**Immediate Supervisor:**

**Supervisor Contact:**

**When may we contact your current employer for reference?**

- Immediately       After Interview       Notify me prior to contact
- 

Superintendent Hiring Process:

I understand that:

- The Superintendent Application Packet must be received by 4:00 p.m. (MDT) on Friday, March 31, 2023
- The facilitator will check the application packets for completeness
- Applications will be reviewed by the Board of Education and a committee of district stakeholders
  - Individuals who have submitted letters of recommendation on your behalf may be contacted prior to an interview as part of the screening process
- Selected applicants will be interviewed by the Board of Education during April 2023
- Members of the Board of Education may make a site visit to the work location of the finalists
- The Board of Education will make a selection and extend an offer
- Once the applicant has accepted the offer, the Board of Education will notify the public of its selection for the new Superintendent
- The new Superintendent's employment two (2) year contract is expected to commence on July 1, 2023. A transition period prior to July 1, 2023 could be considered

**Agreement:** By submitting this Administrative Application Packet I certify that all the information I have provided is correct and complete to the best of my knowledge. I understand that providing false or misleading information on this or other employment documents, including health insurance applications, will disqualify my application and provide sufficient grounds for my dismissal should I be hired.

I hereby authorize Salt Lake City School District to conduct an investigation of my background, including a criminal background check in accordance with Utah State Law, and authorize release of information in connection with the application by former employers and supervisors. I further agree to indemnify and hold harmless these former employers and supervisors for any action initiated in conjunction with their release of this information.

**Applicant Signature:** \_\_\_\_\_

**Date:**

SALT LAKE CITY SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status.

Inquiries regarding Salt Lake City School District's Superintendent Search may be addressed to: [rstowell@usba.cc](mailto:rstowell@usba.cc)