

APPLICATION INSTRUCTIONS – SUPERINTENDENT

To be considered an official applicant to the Webster County School District, the following must be completed:

1. **APPLICATION FORM** – Completed, dated, and signed.
2. **RESUME** – Resume must contain complete work and educational histories
3. **VISION/GOALS/STRATEGIES** for the Webster County School District – This must be no more than a one page document.
4. **TRANSCRIPTS** – Include all college and/or university work.
5. **RECOMMENDATIONS** – At least three (3) letters of recommendations received from those listed on the application. Unless otherwise directed in writing, these recommendations are confidential and the applicant waives the right of review.
6. **INTERVIEWS** – After the above information has been evaluated, the applicants who receive the highest rating will be invited for personal interviews.
7. Depending on the number of applications received and also time and fiscal constraints, you may not be contacted unless you are invited for an interview. Your understanding will be appreciated.
8. **IF SELECTED for EMPLOYMENT**, you must furnish the Webster County School District with verification of prior experience, if applicable. You will be subject to a background check mandated by the Mississippi Legislature 2000 session.

Your application is greatly appreciated.

SCREENING PROCESS FOR SELECTION OF SUPERINTENDENT

I. PLACE APPLICATION ON FILE

A. Place application on file with Webster County School District

Jim Keith
1018 Highland Colony Parkway, Suite 800
Ridgeland, MS 39157

B. Mail the completed and signed application that includes the following:

1. Complete Application
2. Resume
3. Vision/Goals/Strategies Document
4. Transcripts of all college/university work received
5. Recommendations
6. Copy of Mississippi School Administrator License

C. Present or former employees must complete the same process of employment that is required of all other candidates.

II. EVALUATION OF APPLICANT DOCUMENTS BY WCSD and MSBA

A. A representative(s) will evaluate **complete** packets.

B. Based upon the credentials mentioned above, candidates will be scheduled for screening interviews.

III. INTERVIEW WITH Webster County School District BOARD OF TRUSTEES

Selected applicants will be contacted with instructions to interview with the Board.

SUPERINTENDENT EMPLOYMENT APPLICATION

Jim Keith

1018 Highland Colony Parkway, Suite 800

Ridgeland, MS 39157

Date of Application: _____

Name _____
Last First Middle/Maiden

Social Security # _____ Date of Birth _____

Present Address: _____

_____ City State Zip

Telephone _____ Email _____

Permanent Address _____
Street

_____ City State Zip

_____ Email _____
Telephone

Mississippi Certificate # _____ Class _____ Type _____ Expiration Date _____

List names of four employment references, including principals (present and/or past), supervisors, and superintendents
Please give correct addresses, which are legible and complete.

NAME	ADDRESS	POSITION	TELEPHONE

List professional activities and honors obtained throughout your career

What professional organizations are you affiliated with?

Are you presently under contract with any school system? YES NO

If yes, what school system? _____ Until _____

What is the earliest date you can begin work here?

Have you ever been asked to resign, been discharged, or failed to be reemployed for a teaching or administrative position? YES NO

If yes, give details _____

Have you ever been convicted of an offense other than a misdemeanor? YES NO

If yes, explain _____

Note: Please attach a resume and a one-page document that describes your vision, goals and strategies for reaching these goals for the **Webster County School District**.

READ CAREFULLY

The information contained herein is true and represents me accurately. If employed, I agree to abide by all the policies approved by the Board of Trustees and will cooperate fully with the in-service programs for professional improvement. I agree that any omissions or false statements will constitute reasons for dismissal.

Applicant's Signature

Date

Webster County School District DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, RELIGION, COLOR, NATIONAL ORIGIN, AGE, OR HANDICAP

Webster County School District Superintendent Search

Recommended Criteria:

- Proven Leadership Skills
- Demonstrates strong public relations skills to promote district unity
- Possess skill necessary to work with multiple school zones
- Ability to hold employees accountable
- Is experienced in budget preparation and sound fiscal management
- Is not afraid or intimidated when it comes to making “tough” decisions
- Supportive of all staff members
- Can work effectively with board members
- Effective problem solver and willingness to take risk
- Has a track record of raising the achievement level of all students in the district
- Is committed to working with the board to establish and implement a vision for the district, outlining short-term and long-term goals and objectives
- Possesses knowledge of facility planning, and funding resources for new construction
- Has a track record of raising the achievement level of all students in the district
- Valid Mississippi administrator license or eligibility to obtain one
- Master’s degree or higher from an accredited university (doctorate not required)
- Successful experience in public schools as a teacher and administrator, with documented experience as a building principal and/or central office administrator

Applicant Criteria

The Superintendent of Schools serves as the chief executive officer of the school district and is responsible to the Board of Trustees for ensuring compliance with all board policies, Mississippi State Board of Education rules and regulations, and state and federal laws.

The district seeks a leader who:

- Has proven leadership skills
- Demonstrates strong public relations skills
- Will hold employees accountable
- Is experienced in budget preparation and sound fiscal management
- Is not afraid to make tough decisions
- Can work effectively with board members
- Is an effective problem solver and willing to take risks
- Has a track record of increasing student achievement and committed to working with the board to establish and implement a vision for district, outlining short-term and long-term goals and objectives
- Possesses knowledge of facility planning and funding sources for new construction

Community

Webster County consists of 425 square miles of beautiful countryside comprised of agricultural, wooded and commercial areas which are home to approximately 10,000 people.

Webster County was established in 1874 and named in honor of statesman Daniel Webster in 1882. Our towns and villages include Eupora, Mantee, Mathiston, and Walthall.

The community offers a great quality of life for its residents. Webster County has friendly people, excellent schools, affordable housing, wonderful healthcare and several caring churches. Webster County offers numerous civic clubs and organizations for everyone, from youth league sports to business and professional organizations.

The towns of Webster County provide a small town atmosphere consisting of locally owned small businesses, ranging from gift shops to restaurants. There are many historical buildings and sites in the county.

Webster County is home to a wonderful family atmosphere as can be evidenced at high school athletic events, area churches, and city recreation parks. Webster County really is a wonderful place to work and live.

The community provides a great quality of life for its citizens with a variety of opportunities, activities and amenities. There are more than 20 civic clubs and organizations waiting for you and your family to join; from boy scouts to garden clubs everyone can find a place to be involved.

Webster County School District

Superintendent of Schools Search



*Committed to Excellence
In Education*

**Application Deadline
January 28, 2022**

The School District

The Webster County School District is comprised of five schools, Eupora Elementary School, Eupora High School, East Webster Elementary School, East Webster High School, and Webster County Career and Technology Center that serve approximately 1,800 students. The district is known state-wide for its high student achievement and strong community support.

The Webster County School District was awarded a Performance Classification of a “B” by the Mississippi Department of Education for the 2020-2021 school year.

The schools offer many opportunities for involvement through numerous student clubs and organizations and extracurricular and athletic activities. The district is proud to hold to a small pupil-to-teacher ratio. We also proudly produce such excellent results with one of the smallest individual property tax rates in the state

Graduates from Webster County are able to utilize the Sumner’s Education Grant when attending the state’s universities to further their education.

The Webster County School District is an Equal Opportunity Employer with all state and federal laws. Applicants are subject to financial and criminal background checks as required by Mississippi Law.

Application Process

The Webster County School District seeks a leader who can build upon the district’s outstanding foundation and guide it to new levels of success. The successful candidate will assume leadership of the district on or before July 1, 2022. Applications for the position will be accepted through January 21, 2022. Nominations, letters of application, and copies of legal proof of administrative qualifications shall be addressed to:

Jim Keith

1018 Highland Colony Parkway, Suite 800

Ridgeland, MS 39157

Please Note: Email applications will not be accepted. *The superintendent application is available on the district’s website* :(<http://www.webstercountyschools.org>).

To be considered, a complete applicant’s file must be received no later than 4:30 p.m., or postmarked by midnight on January 21, 2022 and must contain the following:

- Form letter indicating desire to be considered as a candidate for the position.
- Completed superintendent application along with resume
- Official copy of all college and/or university transcripts
- Copy of Mississippi administrator certification or documentation of eligibility to obtain certification.

School District Data

Webster County School District is a High Performing School District.

Mississippi Department of Education Performance Ratings 2021:

Eupora Elementary School: (Gr K-6): “B”

Eupora High School (Gr 7-12) : “B”

East Webster Elementary (Gr. K-6): “B”

East Webster High School (Gr. 7-12): “B”

Salary

Competitive compensation including salary, health benefits and other incentives will be offered to the successful candidate.

Other Qualifications

Valid Mississippi administrator license or eligibility to obtain one

Master’s degree or higher from an accredited university (doctorate not required)

Has experience as public school teacher and administrator with documented experience as building principal and/or central office administrator