



***NOTICE OF VACANCY
IN THE POSITION OF SUPERINTENDENT OF EDUCATION
DOOTHAN CITY SCHOOLS***

The Dothan City Board of Education is accepting applications for the position of Superintendent of Education for Dothan City Schools. The City of Dothan is the largest city in southeast Alabama, and is a cultural, recreational, retail, and medical hub for the surrounding area. The Dothan City School System serves approximately 8,200 preschool age through twelfth-grade students who reside in the City of Dothan.

Dothan City Schools is committed to empowering all students for the choices and challenges of the 21st century. Dothan City Schools takes pride in the capacity and excellence of our overall program as well as being innovative and progressive.

The System consists of eleven elementary schools, one junior high school (7th - 9th), one high school (10th - 12th), First Class Preschool, Head Start, Dothan Technology Center (DTC), Providing Alternative Student Service (PASS Academy) and Accelerated Recovery Center (ARC). Dothan City Schools has implemented the following programs and initiatives:

- (1) opening of 2 new schools: a 9th Grade Academy and a Virtual School, grades 7th-12th, that promotes remote learning;
- (2) Career Academies initiative that addresses career pathway standards and local needs that include workforce development programs in global logistics, in health and biomedical science, and aviation maintenance technology;
- (3) Advanced Placement (AP) and Dual Enrollment opportunities;
- (4) signature schools: A+ Arts, Expeditionary Learning (EL), STEM, International Baccalaureate (IB), and A+ College Ready;
- (5) AMSTI initiative (Alabama Math Science Technology initiative);
- (6) the ARI (Alabama Reading Initiative);
- (7) a Chrome book initiative (developing technology skills through access to, exposure to, and use of, Google technology); and
- (8) a Bright Key program (stakeholder driven community initiative or partnership including tutoring, mentoring, parent training, training in languages such as Spanish and Chinese, and training in art).

Job Title: Superintendent of Education, Dothan City Schools

Job Description: The Superintendent will serve as the Chief Executive Officer of Dothan City Schools and secretary to the Board of Education. Additionally, the Superintendent will carry out those duties set forth in Section 16-12-3, Ala. Code 1975, as amended, will carry out those duties and responsibilities set forth in the attached job description, and will carry out all other such duties assigned to him or her by the Board of Education.

Required Qualifications: The Superintendent will be chosen for general fitness and character as well as knowledge and experience in school administration. The successful candidate must:

- (1) hold, or be eligible to hold, an Alabama certificate in administration and supervision;
- (2) hold a degree from a recognized four-year college or university;
- (3) hold at least a master's degree in administration and supervision and/or educational leadership or substantially similar degree;
- (4) have at least 3 years of experience as a teacher, principal, supervisor, educational administrator or instructor in school administration during the previous 5 years;
- (5) be knowledgeable of school administration; and
- (6) have not less than 5 years of experience in public school work.

The Board prefers that the successful candidate will reside in the city of Dothan, and will enroll his or her school-aged children in the Dothan City School system, unless there are extenuating circumstances.

Preferred Qualifications: The Board prefers a candidate with experience in one or more of the initiatives or programs mentioned above, or in initiatives or programs of a similar nature. Also, the Board prefers candidates who display and/or who possess characteristics indicating an interest in longevity in the position.

Leadership/Management: The Board is seeking a leader with strong interpersonal and leadership skills to manage the system effectively and efficiently. Desired traits and skills include:

- (1) good character, moral standing, and personal integrity;
- (2) strong organizational and leadership skills;
- (3) strong financial management skills and experience;
- (4) strong student orientation, recognizing that the school system exists to facilitate student learning and development;
- (5) ability to view all aspects of issues and to deal fairly when views differ from his or her own;
- (6) ability to work with people from varying backgrounds and with varying interests;
- (7) ability to delegate effectively;
- (8) demonstrated knowledge of educational research and methods;
- (9) ability to communicate effectively, both orally and in writing;
- (10) ability to work as a team member with parents, students, administrators, other personnel, Board members, local officials, the media, and other stakeholders;
- (11) ability to devise and implement long range planning;
- (12) experience in problem solving and in devising and recommending solutions to problems; and
- (13) ability to evaluate personnel and programs fairly, efficiently, and effectively.

Salary Range: The salary range for this position is between \$135,000 and \$175,000, but is negotiable based on the successful candidate's experience and demonstrated success.

Where to Submit Information to Apply for Position: Interested candidates shall submit the information required to apply for this position to Kevin Walding, Esq., Hardwick, Hause, Segrest & Walding, 212 North Lena Street, Dothan, Alabama 36301. Interested candidates may submit the information required by United States Mail, by other carrier or delivery service (such as Fed Ex, UPS, or other private carrier), or by hand delivery. No application packets will be accepted by FAX or email. A hard copy of your application packet must be received by the application deadline.

Information Required to Apply for Position: An interested candidate shall submit the following information to apply for the position:

- (1) a letter of interest;
- (2) an up-to-date resume or curriculum vitae;
- (3) proof of degrees (for example, copy of the degree or unofficial transcript);
- (4) at least 5 reference letters from diverse sources that include addresses and telephone numbers; and
- (5) list of the addresses and telephone numbers of past employers including any immediate supervisors.

Candidates may submit other materials such as video resumes, brochures/booklets and/or video presentations from schools, projects or programs on which the applicant was involved or directed, and the like.

Search Timeline:

<u>Application Deadline:</u>	<u>March 2, 2021</u>
Interviews:	(if determined necessary): To be determined
Announce selection:	March 15, 2021

All dates, except the application deadline, are approximate.

Public Information: Your name and credentials will be made public as part of the selection process.

Background Check: A background investigation is required for consideration for this position. These investigations may include, but are not necessarily limited to, an analysis of public and private documents, contact with references, contact with former employers and/or supervisors, verification of past employment and of credentials, a criminal background check, and/or a credit history check. Your submission of the required application information, including your signed letter of interest in the position, is authorization for the Board, its legal counsel, and/or any agents of the Board or counsel, to conduct these activities. You acknowledge, also, that information revealed in the background investigation may be used for determining eligibility and qualification for this position and for continued employment if you are hired.

The Dothan City Board of Education reserves the right to waive any nonmaterial defects or discrepancies in applications; to verify, clarify, or obtain additional information regarding applicants, including relevant background information; to consider qualified candidates who have not participated in the formal application process described above; and otherwise reserves the right to modify the announced search timeline, application deadline, and/or any of the means or methods of the selection process if need be.

Deadline for Submitting Information to Apply for Position: March 2, 2021.

For additional information or questions contact:

Kevin Walding, Esq.

Hardwick, Hause, Segrest & Walding

(334) 794-4144

jkevinwalding.hhsw1@gmail.com

DOTHAN CITY SCHOOLS

JOB TITLE: Superintendent

QUALIFICATIONS:

The Superintendent of the Dothan City Schools shall possess the following qualifications as a minimum requirement:

1. Hold an Alabama certificate in administration and supervision
2. Have three years of experience as a teacher, principal, supervisor, educational administrator or instructor in school administration during the previous five years;
3. Hold a degree from a recognized four-year college or university; and
4. Be knowledgeable of administration.
5. Not less than five years of experience in public school work at the time of assumes office.

SALARY LEVEL: Established by the Board of Education

FLSA STATUS: Exempt

REPORTS TO: Board of Education

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

REQUIRED DUTIES AND RESPONSIBILITIES:

Include the following with other duties being assigned as necessary.

1. To give leadership in working with the Dothan City Board of Education, professional associates, and citizens generally in formulating educational objectives for the schools — objectives based on the needs of a society and on the abilities and needs of boys and girls.
2. To serve as the executive officer of the Dothan City Board of Education; to sign in the name of the Board all deeds, bills of sale, contracts and evidences of debt, and other legal documents to which the Board is a party except such, as by other resolution or action, are to be signed by the Chairman or other officer of the Board.
3. To give general direction, supervision, and coordinating leadership to the entire school program, including business administration, curriculum development and instruction, personnel administration, pupil personnel

Dothan City Schools is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, or disability in its programs and activities. Dothan City Schools provides equal access to the Boy Scouts and other designated youth groups. A disability will not bar you from employment if you are able to perform the essential functions of the job for which you apply, with or without reasonable accommodation.

administration, and all auxiliary services associated with the operation of public schools.

4. To understand laws and court decisions bearing upon education and policies, both of the State Board of Education and of the Dothan City Board of Education and to administer the schools of Dothan in accord with same, so far as the same may be applicable to Dothan.
5. To develop administrative procedures that will achieve effective implementation of school Board objectives and policies.
6. To formulate and set in motion administrative procedures designed to attract capable and properly trained personnel to the specialized jobs necessary to the operation of schools; to promote in-service growth and improvement of all workers on their jobs; to foster esprit de corps, high moral, and teamwork among the Board's employees.
7. To assist the Board in carrying out its functions by providing channels of communication between the Board and the profession, the Board and the administrative staff, and between the Board and lay citizens; to transmit all communication from the Board of Education to employees, leadership in a program of public relations, for the purpose of interpreting the aims, philosophy, objectives, program of instruction and school needs to the people of the community.
8. To furnish information needed by the Board and the administrative staff in policy formation, in making important decisions, in improving administration, and achieving economical and wise business administration.
9. To serve the Board as secretary, arranging and announcing meetings, preparing agenda for meetings, attending all meetings unless otherwise excused by Chairman of the Board, participating in all deliberations other than those involving his salary and employment, and preparing minutes of meetings for School Board approval.
10. To recommend professional employees for appointment, demotion, promotion, transfer, or dismissal in accord with the policies of the Board; to recommend a teacher's salary schedule to the Board of Education that will provide for differences in training and experience. No person will be employed without his recommendation.
11. To give leadership in a continuous program of curriculum development to the end that the instructional program in the Dothan City Schools will be adapted to the needs of the community, the larger society, and to the needs and abilities of boys and girls.
12. To prepare and submit to the Board before the end of the fiscal year an estimate of receipts and expenditures for the ensuing year; To prepare a budget annually for the consideration of the Board; to administer the budget as adopted by the Board; serving as the business manager and purchasing agent of the Board, acting at all times in accordance with legal requirements and adopted policies of the Board.
13. To make such assignments, reassignments and transfer of personnel as are to his professional judgment necessary to serve the highest efficiency of the entire school system.

14. In the absence of specific rules and regulations by the Board, to assume any authority or perform any duty which any situation may demand, subject to later consideration by the Board.

EVALUATION:

Performance of this will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

SOURCE: Dothan City Schools, Dothan, Alabama

Adopted January 27, 2020

into by the city board of education with superintendent board did not violate this section. *Townsend v. Hoover City Bd. of Educ.*, 610 So.2d 393 (Ala.Civ.App.1992), certiorari denied.

Cited in *Day v. Andrews*, 279 Ala. 563, 188 So.2d 523 (1966); *Armstrong v. Board of Educ.*, 430 F.Supp. 595 (N.D.Ala.1977).

§ 16-12-2. Qualifications.

The superintendent of city schools shall be chosen for his general fitness and character, but shall not be eligible for appointment unless he shall offer proof to the board that he holds a degree from a recognized four-year college or university and is knowledgeable in school administration. Such person need not be a resident or qualified elector of the city or county in which he offers to serve. (Acts 1969, Ex. Sess., No. 39, p. 96, § 1.)

CROSS REFERENCES

As to financial and education law training for newly elected superintendents of education, see § 16-1-38.

Corpus Juris Secundum:

C.J.S. Schools and School Districts §§ 152, 154 to 160, 174, 176 to 186, 188, 237 to 250, 266 to 276, 278 to 281, 292 to 293, 327 to 328, 371, 378, 383, 385, 1007.

LIBRARY REFERENCES

American Digest System:
Schools ☞63(1).

§ 16-12-3. Duties generally.

(a) The city superintendent of schools shall be the chief executive officer of the city board of education and shall see that the laws relating to the schools and the rules and regulations of the city board of education are carried into effect.

(b) The city superintendent of schools shall explain the true intent and meaning of the school laws, and of the rules and regulations of the city board of education and of the State Board of Education, subject to the provisions of this title.

(c) The superintendent shall decide, without expense to the parties concerned, all controversies and disputes involving the rules and regulations of the city board of education and the proper administration of the public schools.

(d) The superintendent shall have authority to administer oaths and to examine under oath witnesses in any matter pertaining to the public schools of the city and to cause the examinations to be reduced to writing.

(e) The city board of education shall appoint as its executive officer a superintendent of schools, who may also be secretary of the board of education.

(f) The superintendent of schools shall conduct all correspondence of the board, keep and preserve all of its records, receive all reports required by the board and see that such reports are in proper form, complete and accurate. He shall attend all meetings of the board and of its committee and shall have the right to advise on any motion under consideration, but shall have no vote. In case the secretary is absent, the board shall appoint some member of the board or a teacher in the schools under the jurisdiction of said board to act for

the time being. (School Code 1927, §§ 195, 221; Code 1940, T. 52, §§ 155, 179.)

LIBRARY REFERENCES

American Digest System:

Schools ⇨63(3).

Corpus Juris Secundum:

C.J.S. Schools and School Districts §§ 191 to 194, 220 to 227, 235 to 236, 238, 251 to 252, 287 to 289, 371, 383, 385, 1007.

executive officer of the city board of education," along with § 16-12-1, indicate that the Legislature intended for city school boards to have greater flexibility in choosing their respective superintendents than the law would allow if a city school superintendent could attain continuing service status under the teacher tenure law. *Mitchell v. Skinner*, 603 So.2d 1023 (Ala.1992).

Cited in *Pullen v. Cincinnati Ins. Co.*, 400 So.2d 393 (Ala.1981).

CASENOTES

Legislative intent 1

1. Legislative intent

This section, which declares that "[t]he city superintendent of schools shall be the chief

§ 16-12-4. Establishment and maintenance of schools.

The city superintendent of schools shall recommend for approval and adoption by the city board of education the kind, grade and location of schools to be established and maintained. (School Code 1927, § 222; Code 1940, T. 52, § 180.)

LIBRARY REFERENCES

American Digest System:

Schools ⇨11.

Corpus Juris Secundum:

C.J.S. Schools and School Districts §§ 4, 76, 94, 557 to 559.

§ 16-12-5. Recommendations of educational policy and rules and regulations.

The city superintendent of schools, subject to the provisions of this title, shall recommend for approval and adoption by the city board of education policies adapted to promote the educational interests of the city, and rules and regulations for the conduct of the schools. (School Code 1927, § 223; Code 1940, T. 52, § 181.)

LIBRARY REFERENCES

American Digest System:

Schools ⇨63(3).

Corpus Juris Secundum:

C.J.S. Schools and School Districts §§ 191 to 194, 220 to 227, 235 to 236, 238, 251 to 252, 287 to 289, 371, 383, 385, 1007.

§ 16-12-6. Building program for city schools.

The city superintendent of schools, subject to the regulations from time to time of the city board of education and in accordance with the provisions of this title, shall outline a building program adequate to meet the needs of the schools in the city and shall submit the same for approval and adoption by the city board of education. (School Code 1927, § 225; Code 1940, T. 52, § 183.)

LIBRARY REFERENCES

American Digest System:

Schools ⇨71.

Corpus Juris Secundum:

C.J.S. Schools and School Districts §§ 536 to 537, 539.