



NOTICE OF VACANCY IN THE POSITION OF SUPERINTENDENT OF EDUCATION

Job Title : Superintendent of Pelham City Schools

Job Description : The Superintendent serves as the chief executive officer of the Pelham City Board of Education. The Superintendent's duties include those prescribed for superintendents under the Alabama Code (§16-12-1, *et seq.*) and corresponding requirements and regulations established by the Alabama State Board of Education and the Pelham City Board of Education. The Superintendent is responsible for the implementation of Board policies and its approved goals and objectives. The Superintendent oversees and directs the effective operation of the school system, including the general administration of all instructional, business, and other functions. The Superintendent advises and makes recommendations to the Board of Education respecting such activities, including policies and procedures deemed appropriate to the attainment of school system goals and legal compliance.

**Required
Qualifications** :

- General fitness and character appropriate to the position;
- Degree from a recognized four-year college or university;
- Holds or is eligible to obtain an Alabama Superintendent's Certificate;
- A minimum of five years successful experience in and general knowledge of public school administration;
- Such other minimum qualifications as may be established by statute or the State Board of Education.

Desired Traits : The Pelham City Board of Education is seeking a leader with strong interpersonal and leadership skills to manage the system effectively and efficiently. A doctorate is preferred, but not required. Experience as a superintendent is likewise preferred, but not required. Desired traits include:

- Strong organizational skills;
- Strong financial management skills and experience;

- Demonstrated ability to work with people who have varying backgrounds and interests;
- Ability to delegate effectively;
- Good character, high moral standing, and personal integrity;
- Ability to manage a school system in a diverse, rapidly growing, achievement-oriented community;
- Ability to communicate effectively with stakeholders and the media;
- Commitment to long-range planning;
- Analytical and problem-solving expertise and skill at making data-driven decisions;
- Ability to evaluate personnel and programs effectively.

Salary Range : The salary range for the position is negotiable based on the successful candidate's experience and proven track record of success.

Application Information : To be considered for this position, submit your completed application, a cover letter, resume, and an official transcript to:

Pelham City Superintendent Search
c/o Bishop Brooks, LLC
1910 First Avenue North
Birmingham, AL 35203

If by email, to: superintendentsearch@bishopbrooks.com

Applications must be submitted using the official application form, available for download on the board's website or upon request from Bishop Brooks, LLC at the above address or via email (superintendentsearch@bishopbrooks.com).

The official transcript must be sent directly to the above address or by email from the educational institution that granted the highest degree.

For additional information, please contact Melissa McKie or Carl Johnson at (205) 251-2881.

DEADLINE FOR APPLYING: ALL COMPLETE APPLICATIONS FOR THE POSITION MUST BE POSTMARKED BY REGULAR MAIL OR RECEIVED BY ELECTRONIC MAIL NO LATER THAN JUNE 9, 2025.

Applicants are solely responsible for ensuring that all materials are received in a timely manner and are strongly urged to personally verify timely submission of those materials

The Pelham City Board of Education reserves the right to waive nonmaterial defects or discrepancies in applications and to verify, clarify, or obtain supplementation regarding information supplied by applicants, as well as relevant background information.