

Vacancy Announcement

Superintendent of Schools

Carrizo Springs Consolidated Independent School District

Applications for the position will be accepted in accordance with the information contained in this vacancy announcement.

Application Process

All qualified applicants are encouraged to apply for this position.

Applicants should submit a letter of intent, up-to-date resume, list of all relevant certifications, and copy of appropriate transcripts verifying highest degree held, and a list of eight references. References should include addresses, job description, and a daytime phone number. No faxed or e-mailed copies will be accepted.

Application packets and inquiries should be addressed to:

Gale, Wilson & Sanchez
Attn: Mark Anthony Sánchez/Albert E. Tovar
115 East Travis, Suite 1900
San Antonio, Texas 78205
(210) 222-8899/Telecopier (210) 222-9526
masanchez@gws-law.com
aetovar@gws-law.com

Hiring Timeline

Application Deadline:	October 30, 2009
Applications Presented to Board for Review (all applicants)	November 4, 2009
Boards Selects Interviewees	November 18, 2009
First Round of Interviews by Board	December 2, 3 & 4, 2009
Second Round of Interviews by Board	December 9 & 10, 2009
Optional Home Visit	December 18, 2009
Meeting to Select Lone Finalist	December 23, 2009
Board Votes to Hire (at least 21 days after Meeting to Select Lone Finalist)	January 14, 2010

Conditions of Employment

Salary	Negotiable/Experience
Fringe Benefits	Per District Policy
Contract Length	Two Years
Travel	Per District Policy
Professional Dues	Per District Policy
Moving Expenses	Negotiable
Residence Requirement	Must Live in District
Criminal History Check	Required

Qualifications and Characteristics

The Superintendent, as chief executive officer (CEO), is accountable to the Board of Trustees, which expects the Superintendent to be the educational leader of Carrizo Springs Consolidated Independent School District. The Superintendent works closely with the Board of Trustees to develop and implement policies and programs designed to carry out the District's mission.

The Board of Trustees has identified certain characteristics and qualifications as highly desirable in a Superintendent:

- A successful leader with experience as a teacher and campus administrator
Superintendent experience is preferred
- Has a background in financial management and curriculum development
- A role model for honest and ethical behavior who is approachable, outgoing and friendly; has a sense of humor
- An articulate communicator with strong interpersonal skills who believes success comes from effective team work
- Sets clear direction, delegates authority, and trusts professionals to accomplish the district's mission
- An optimistic and confident decision maker who relies on facts and objective data to solve problems and address issues
- Has a history of being actively involved in district activities and visible throughout the district and community
- Committed to Carrizo Springs Consolidated Independent School District and building long term stability for the district
- Able to work in partnership with the Board of Trustees and build a climate of candor, mutual trust, and cooperation
- Demonstrates the ability to be an open, effective communicator with staff, community, and the board
- Supportive of staff and listens to community concerns-is approachable and highly visible in the community and district
- Ability to make decisions for the best interest of the students, staff and community

- Strong leader with integrity, trustworthiness, honor, high moral standards and values
- Excellent planner who manages district finances efficiently and provides a clean, safe environment for learning and working
- Improving the quality of education available to students while responding to the challenges of a diversified instructional program and seeks partnerships with area businesses, colleges and universities
- Is a collaborative yet decisive decision maker who seeks to build consensus in a climate of openness and trust
- Has experience managing fluctuating student enrollment and building construction
- Must hold a Texas Superintendent Certificate
- Must have 2-3 years experience as Superintendent or Assistant Superintendent
- Working knowledge of accounting, tax collections and bond issues/facility construction
- Working knowledge of TEA Regulations, UIL rules, and Human Resources
- Good standing with State Board for Educator Certification
- Bilingual candidate preferred