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**APPLICATION FOR POSITION OF
SUPERINTENDENT - KELLER ISD**

This is a confidential search. Only the Lone Finalist will be revealed.

The Keller ISD Board of Trustees is seeking an educational leader to serve as the Superintendent of Schools. The successful candidate must possess the following characteristics and qualifications:

- Possess a Texas Superintendent Certification;
- An experienced teacher and administrator committed to academic excellence with a minimum of three (3) years of executive experience at the cabinet level; Chief of Staff, Deputy Superintendent and Superintendent experience preferred.
- An effective leader with a successful record of leading and monitoring the curriculum necessary for all students and teachers to excel academically and personally.
- An effective communicator with demonstrated experience working well with staff, parents, and stakeholder groups to build a climate of mutual trust and cooperation, to nurture the culture of Keller ISD and to ensure the district remains Intentionally Exceptional;
- A transformative leader with a successful track record of recruiting and retaining high quality staff and educators; experience with strategic planning, talent acquisition, staffing and employee services preferred.
- A financial manager with advanced knowledge of school finance, budget management and how to maximize district resources and tap alternative sources of funding; individuals who are solution-oriented, able to make tough decisions, possess strong analytical skills along with logical thinking, and having an eye towards continuous improvement are preferred;
- A individual committed to working in partnership with the Board of Trustees to build a climate of candor, mutual trust, and cooperation.
- A forward-thinking individual that can develop and recommend to the Board short- and long-range strategic and project plans for facility improvements and construction with experience or knowledge of district facility planning, maintenance;
- An individual who can promote a positive work environment that fosters high staff morale, open communication and excellence in the district; individuals with knowledge of directing and supervising staff evaluation and student discipline management are preferred; and
- A community leader who will be a champion for the students, educators and parents of Keller ISD and will be visible and active in the District and community.

CONDITIONS OF EMPLOYMENT

Salary and benefits:	Negotiable, depending on experience
Criminal History/Background:	Required
Fingerprinting:	Required
Residence Requirement:	Negotiable

Application file should include:

- Letter of Interest
- Current Resume
- Brief Description of Major Accomplishments/Career Vita
- Written Response to Board Inquiries
- List of References
- Verification of Superintendent Application
- Copies of Certificate(s)

Application packets should be electronically submitted to:

suptsearch@leasorcrass.com with the subject line to read “Keller ISD Application”

If you prefer to have color copies submitted to the Board, please mail 8 copies to:

Rhonda Crass, 302 West Broad Street, Mansfield, TX 76063
(A reply email will be sent to confirm submission has been received.)

Application Deadline: November 2, 2023

Desired Beginning Date: January 3, 2024

Applicants will participate in a short online interview after application has been received. You will be given a link to the short four question online interview. The online interview will be recorded and will be given to the Board as a part of the application.

The superintendent search will be conducted by Leasor Crass, P.C.

Contact: Rhonda Crass, Shareholder
682.422.0017 or
rhonda@leasorcrass.com

All applications will be treated confidentially and only the Lone Finalist will be revealed. Applicants are not to contact any members of the Board of Trustees. The final selection and appointment is the sole responsibility of the Board of Trustees. All personnel of the Keller Independent School District are employed without regard to race, color, religion, sex, disability, age, or national origin. For clarification and application inquiries, call 682.422.0009.

Timeline

Application Deadline	November 2, 2023
Application Review by Board	November 6-9, 2023
Select Best Qualified Applicants to Interview	November 9, 2023
Initial Round of Interviews	November 13-15, 2023
Select Candidates for Second Round Interviews	November 16, 2023
Follow up Interview	November 27-29, 2023
Board Names Lone Finalist	November 30, 2023
Board Votes to Hire Lone Finalist	January 2, 2024
Preferred Start Date	January 3, 2024

Written Inquiries for the Board

1. What is the biggest challenge you have faced at your current district in your current role?
2. Tell us about your experience with facilities management and preventive maintenance on existing structures.
3. Tell us about your view of the relationship that the Board should have with their Superintendent, and what level of input the Board should have in the operation of the school district.

VERIFICATION FOR SUPERINTENDENT APPLICATION

Please attach a brief explanation for any circumstances arising from the questions below that you are unable to initial. I hereby certify that none of the listed conditions have occurred by initialing each of the following:

_____ I have never left any educational school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review, or investigation of alleged misconduct or alleged violation of the professional standards of conduct or had reason to believe such investigation was imminent.

_____ I am currently not the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of the professional standards of conduct.

_____ I have never failed to complete a contract for educational services in any educational or school-related position because of any alleged misconduct or alleged violation of the professional standards of conduct.

_____ I have never had a professional certificate, credential or license of any kind revoked or suspended, nor have I been placed on probationary status for any alleged misconduct or alleged violation of the professional standards of conduct.

_____ I have never been denied a professional license for which I applied or was granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of the professional standards of conduct.

_____ I have never surrendered a professional license of any kind before its expiration.

_____ I have never been disciplined by any public agency responsible for licensure of any kind, including, but not limited to, educational licensure.

_____ I have never been convicted or been granted conditional discharge by a court for any: (a) felony, (b) misdemeanor, or (c) major traffic violation, such as: driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while my license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident.

_____ I have never entered a plea of guilty or no contest relative to any charge for an offense listed in the question above.

_____ I have never had any civil judgment or other court order entered against me resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking or other threatening behavior toward other persons.

_____ I have never been the subject of a substantiated report of child abuse or sexual misconduct involving a K-12 student or minor child.

_____ I am currently not the subject of an ongoing investigation related to a report of suspected child abuse or sexual misconduct (involving a K-12 student or minor child).

CERTIFICATION OF VERIFICATION

The information that I have provided in this Verification of Superintendent Application is true and accurate to the best of my knowledge. I have answered all of the questions to the best of my ability and I have not knowingly withheld information that would negatively affect my application. Any misrepresentations or omissions of fact in this application, any materials submitted with this application, or during interviews may be cause for rejection of this application or subsequent dismissal from employment, if hired.

I hereby authorize all my current and former employers who are education providers to disclose the (a) dates of my employment; (b) whether I was the subject of any substantiated reports of child abuse or sexual misconduct related to my employment; (c) the dates of any substantiated reports; (d) the definitions of child abuse and sexual misconduct used by the education provider when the determination was made that any reports were substantiated; and (e) the definitions of child abuse and sexual misconduct used by my education provider employer to determine whether any reports were substantiated.

I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualifications, or fitness to perform the position of superintendent to provide such information to the school district for which I have completed an employment application. I release the school district and all persons providing this information to the school district from any liability whatsoever for obtaining and providing that information, regardless of the results.

I acknowledge that finalists in this superintendent search may be subject to criminal records check by the school district and a license review through the Texas Teacher Standards and Practices Commission or any other relevant state licensing agency related to my employment.

I acknowledge that the school district may conduct an Internet search, reference checks, background investigations and confirmation of employment as a part of this application.

Signature of Applicant

Printed Name of Applicant

Date