

## **NOTICE OF VACANCY IN THE POSITION OF SUPERINTENDENT OF EDUCATION**

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**Job Title:** Superintendent of Sheffield City Schools

**Job Description:** The Superintendent serves as the chief executive officer of the Sheffield 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 Sheffield City Board of Education. The Superintendent is responsible for implementation of Board policies and its approved goals and objectives. The Superintendent oversees and directs the effective operation of the District, 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 District goals and legal compliance. The Superintendent provides effective leadership for the District and maintains clear and consistent lines of communication with the Board, central office and school leadership teams, all District employees, parents, students, media and other stakeholders.

**Required Qualifications:**

- General fitness and character appropriate to the position;
- Degree from a recognized four-year college or university;
- Certification or eligibility for certification in administration and recognized ability as a school administrator;
- A minimum of three 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;

**Salary Range:** The salary range of the Superintendent will be \$115,000 to \$125,000, but the Board may pay a higher amount depending upon education, experience and demonstrated success.

## Application Information:

The applicant is requested to print, sign and submit an application on the approved form (available at [www.scs.k12.al.us](http://www.scs.k12.al.us)) with a cover letter, resume, and at least three professional references by e-mail to: [Sheffield.Superintendent@LanierFord.com](mailto:Sheffield.Superintendent@LanierFord.com) (preferred) or by mail to:

**Sheffield City Superintendent Search  
c/o Lanier Ford  
2101 West Clinton Ave., Suite 102  
Huntsville, Alabama 35805**

**In addition, a verified transcript from the institution that granted the applicant's highest degree must be requested by the applicant and sent directly by regular mail or by e-mail to:**

[Sheffield.Superintendent@LanierFord.com](mailto:Sheffield.Superintendent@LanierFord.com)

For additional information, please contact Taylor Brooks at (256) 535-1100 or [TPB@LanierFord.com](mailto:TPB@LanierFord.com).

**DEADLINE FOR APPLYING: ALL APPLICATIONS FOR THE POSITION MUST BE RECEIVED IN THE OFFICE OF LANIER FORD BY THE CLOSE OF BUSINESS 5 P.M. CENTRAL STANDARD TIME ON APRIL 18, 2022. APPLICANTS ARE STRONGLY URGED TO PERSONALLY VERIFY TIMELY SUBMISSION OF THEIR APPLICATION MATERIALS.**

**Posting of Notice:** This notice is made, published and posted all in accordance with Title 16-12-1, *Code of Alabama, 1975*; Title 16-22-15, *Code of Alabama, 1975*. This notice shall be posted at [www.scs.k12.al.us](http://www.scs.k12.al.us) and in a conspicuous place by the Principal of each school, in District work areas/sites and at the Central Office of the Board of Education located at 300 West 6<sup>th</sup> Street, Sheffield, Alabama at least thirty (30) calendar days before the position is to be filled. The Sheffield City Board of Education is an equal opportunity employer.

**Timeline:** The Board of Education has established an anticipated timeline for the search to fill the Superintendent position. The timeline is attached to this notice and may also be found at [www.scs.k12.al.us](http://www.scs.k12.al.us)

**Background Check:** A background investigation may be required for consideration for this position. These investigations may include, but are not limited to, an analysis of public and private documents, contact with former employers, verification of employment, education and credentialing, information from background check providers, contact with professional references, and other pertinent information. Your signature on the application is authorization for Sheffield City Schools, its legal counsel, and his agent, THE MOSES GROUP, LLC, to conduct a background investigation as described above including a credit history report. Your signature on the application is your acknowledgment that information revealed from the background investigation may be used for determining eligibility and qualification for pre-employment consideration and for continued employment if hired. The Applicant will be notified in accordance with the Fair Credit Reporting Act (FCRA) before any employment decision is made if based on information in the report and any information gathered will be provided to the applicant by Lanier Ford upon written request.

**The Sheffield City Board of Education reserves the right to waive nonmaterial defects or discrepancies in applications; to verify, clarify, or obtain additional information regarding applicants, including relevant background information; and to consider qualified candidates who have not participated in the formal application process described above.**