**DATE:** September 26, 2023

**Position:** Superintendent of Schools

Dear Applicant,

Thank you for your interest in the position of superintendent. Please follow the process outlined below for applying for the position. C**heck the items listed that you have** **included in your packet**

Be sure to include in your packet all printed materials identified in the Berlin Brothersvalley School District Application Process:

|  |  |
| --- | --- |
| Letter of Interest/Statement of Educational Philosophy | PA Superintendent Letter of Eligibility |
| Completed Application | Transcripts Undergraduate and Graduate |
| Resume | Three (3) current letters of Reference |
|  | All Required Clearances /Background Checks including but not limited to Pennsylvania State Police Background Check (Act 34), Child Abuse Clearance (Act 151), and FBI – Federal Criminal History Background Check (Act 114) |

Please note that your **completed application must be mailed to the District** along with the other required documentation and be received by the close of business, **on October 30, 2023** at the following address:  ***(No e-mail or electronic applications will be accepted)***

Dr. Emery D'Arcangelo, Superintendent Search Consultant

Berlin Brothersvalley School District

1025 Main Street

Berlin, PA 15530

Please direct any questions you may have about the application process or the position to:

Dr. Emery D'Arcangelo: emerydarc@gmail.com/ Telephone: (814) 442-6320

Sincerely,

Dr. Emery D’Arcangelo

**BERLIN BROTHERSVALLEY SCHOOL DISTRICT APPLICATION**

**POSITION: SUPERINTENDENT OF SCHOOLS**

**Date:** Click or tap to enter a date.

**>>Directory Information:**

Name: Click or tap here to enter text. PPID# Click or tap here to enter text.

Address: Click or tap here to enter text. E-Mail: Click or tap here to enter text.

Cell Phone: Click or tap here to enter text. Home Telephone: Click or tap here to enter text.

Work Telephone: Click or tap here to enter text. Salary Requirements: Click or tap here to enter text.

(Do not write ‘negotiable’ list your salary requirements)

**>>Certification:**

**I hold a current Pennsylvania Superintendent Letter of Eligibility:** Choose an item.

|  |  |  |
| --- | --- | --- |
| **Areas of Certification** | **Issuing State** | **Date Issued** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education:** | **School** | **Major/Minor** | **Degree** |
| **High School** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Undergraduate** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Graduate** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Graduate** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**>>References: List three (3) references, Additional references may be requested**

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Information** | **Relationship to Reference** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**>>Administrative and/or Supervisory Experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **District/School** | **Position** | **Dates of Employment** | **Supervisor** | **Reason for Leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**> Teaching Experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **District/School** | **Position Held** | **Dates of Employment** | **Supervisor** | **Reason for Leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**>>Other Employment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Type of Employment** | **Dates of Employment** | **Supervisor** | **Reason for Leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**>>Memberships – Honors – Publications**:

|  |  |
| --- | --- |
| **Professional Organization Memberships** | Click or tap here to enter text. |
| Click or tap here to enter text. |
| **Professional Honors Received:** | Click or tap here to enter text. |
| Click or tap here to enter text. |
| **Publications – List Book and/or Articles you have published (Where published):** | Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

**>>Specific areas of Professional Experiences:**

**The self-assessment of your strengths in those areas, assess strengths on a scale of 1 to 10 – (Ten representing a wealth of experience)**

|  |  |  |
| --- | --- | --- |
| **Areas of Experience** | **Years of Experience** | **Self-Assessment**  **(1 to 10 )** |
| 1. Working with School Board President/Board – Building/maintaining productive Board relationships: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Being a Team Player/Collaborative: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Ability to listen/Hearing others out | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Creating a Shared Vision/Providing Inspired leadership | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. School Finance/Budget: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Building Maintenance / Construction: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Contract Negotiations: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Comprehensive Planning: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Student Achievement: Meeting National/State Standards | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Curriculum Development: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Staff Development/Recruit/Train/Evaluation Staff: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Addressing Personnel Issues: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Technology Skills: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Working with special needs Students: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Extra-Curricular/Athletics Activities | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Parent/PTA/PTO Community/Public Relations: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Public Relations | Click or tap here to enter text. | Click or tap here to enter text. |

**WRITTEN RESPONSE**

**>>Explain the reason(s) you have applied to be the next Superintendent of the Berlin Brothersvalley School District:**

Click or tap here to enter text.

**>>Explain what makes you the best candidate to become the next Superintendent of the Berlin Brothersvalley School District:**

Click or tap here to enter text.

**>>Describe your experience in working in a school district the size and make-up of the Berlin Brothersvalley School District:**

Click or tap here to enter text.

**GENERAL BACKGROUND INFORMATION**

You must provide answers to all questions. If you answer **‘Yes’** to any questions, you must list **all** offenses. For each conviction, provide a date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is **not** a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified by criminal history reports and employment history reviews.

Criminal offense includes felonies, misdemeanors, summary offenses, and convictions resulting from a plea of ‘nolo contendere’ (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice, or a magistrate which results in a fine, sentence, or probation.

You may omit the following: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

|  |  |
| --- | --- |
| Were you ever convicted of a criminal Offense? | Choose an item. |
|  | Click or tap here to enter text. |
| Are you currently under charges for a criminal offense? | Choose an item. |
|  | Click or tap here to enter text. |
| Have you ever forfeited bond or collateral in connection with a criminal offense? | Choose an item. |
|  | Click or tap here to enter text. |
| Within the last ten years, have you been fired from a job for any reason | Choose an item. |
|  | Click or tap here to enter text. |
| Within the last ten years, have you quit a job after being  notified that you would be fired | Choose an item. |
|  | Click or tap here to enter text. |
| Have you ever been professionally disciplined in any state?  (Professionally disciplined means the annulment, revocation, or suspension of your teaching, administrative, superintendent certificate, or having received a letter of reprimand from an agency, board, or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.) | Choose an item. |
|  | Click or tap here to enter text. |
| Are you the subject of any visa or immigration status which would prevent lawful employment in the Commonwealth of Pennsylvania? | Choose an item. |

|  |  |
| --- | --- |
| Applicant's Acknowledgment and Agreement | |
| The Candidate authorizes the school district to conduct an investigation of candidate pursuant to The School Code to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. | |
| I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge.  I understand that statements herein are made subject to the penalties of 18 Pa. C.S. () 4904 relating to unsworn falsification to authorities.  Click or tap here to enter text. Click or tap to enter a date.  Signature Date   |  | | --- | | **Equal Opportunity Employer** | | Berlin Brothersvalley School District is an Equal Opportunity Employer. Berlin Brothersvalley School District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Berlin Brothersvalley School District has a policy of active recruitment of qualified minority employees. Any individual needing assistance in making an application for any opening should contact the Superintendent Search Consultant. | |  |

**STATEMENT OF UNDERSTANDING AND AGREEMENT**

**Please read the following information carefully before signing:**

My signature below indicates that I read, understand, and agree to the following:

1. I hereby certify that the information I have provided in this employment application is true and complete to the best of my knowledge. I understand that if I am hired, the discovery of any false information provided or any relevant information omitted (no matter when discovered) shall result in the immediate termination of my employment.
2. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.
3. In exchange for the BBSD agreement to receive, process and consider my application for employment, I hereby release the BBSD and any and all persons assisting or organizing the search process for thedistrict or organizations contacted by the BBSD form any and all claims or causes of action arising out of BBSD’s verification of the information I have provided in this application and/or its determination of my qualifications and abilities. I also understand that I have a duty to make complete and thorough inquiries as to the conditions in the BBSD if I wish to be employed there as the superintendent of schools.
4. I understand that, if an offer of employment is made to me, it will be contingent upon my completion of an employment entrance physical examination to the satisfaction of the BBSD, I hereby consent to undergo a physical examination which may include any and all tests and procedures determined by BBSD to be helpful in evaluating my suitability for employment.
5. I understand that, if an offer of employment is made, I must be able to obtain and pass all required background checks and clearances, including, but not limited to state criminal history clearance, child abuse certification, federal criminal history clearance, and an employment history review.
6. I understand that employment with BBSD will be based on a term contract, and will continue only as long as the employee and BBSD both wish to continue.

1. I agree to provide verbal and written answers to several job-related questions at the time of the interview(s).

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. () 4904 relating to unsworn falsification to authorities.

Applicant’s Signature: Click or tap here to enter text. Date: Click or tap to enter a date.

**CERTIFICATION**

I have inquired and provided documentation to the Pennsylvania Department of Education and informed the Department of the institutions of higher learning that I have graduated from and/or attended for certification purposes for employment in the Commonwealth of Pennsylvania as a superintendent of schools. The department has informed me that these institutions are recognized as accredited by the Pennsylvania Department of Education and that I am eligible for a Pennsylvania Superintendent Letter of Eligibility.

If you have an earned doctorate, you must certify that degree is from an accredited institution of higher learning recognized by the Pennsylvania Department of Education.

I understand that any false information that I have provided as to accredited institutions of higher learning that I have attended/graduated from and certifications that I have provided in connection with acquiring the Superintendent position in the Berlin Brothersvalley School District if not recognized by the Pennsylvania Department of Education will be grounds for my dismissal and the termination of my employment with the Berlin Brothersvalley School District.

My signature indicates that I have read, understand, and I have agreed to provide honest and truthful responses to the information requested in this entire application for employment as a superintendent of schools in the Berlin Brothersvalley School District.

Applicant’s Signature: Click or tap here to enter text. Date: Click or tap to enter a date.