

Villa Grove C.U.S.D. #302



Application for Superintendent of Schools

The successful candidate will:

- Be an active participant, and preferably reside, in the Villa Grove school community.
- Demonstrate an understanding of labor relations and the management of negotiated contracts.
- Possess, model, and expect fairness, honesty, and integrity.
- Lead the district in developing both long and short range district goals with the Board of Education.
- Demonstrate proven abilities in human relations and communications.
- Have a strong knowledge of Illinois School Law.
- Maximize financial and human resources in order to support educational programs in the district.

The following items must be received by February 28, 2020:

1. Letter of Interest
2. Current Resume
3. Completed Application
4. College or University Transcript
5. Three Current Letters of Recommendation

Completed applications should be directed to:

Villa Grove Superintendent Search
P.O. Box 662
Charleston, IL 61920

Applicants must be eligible to serve as a superintendent in the State of Illinois by July 1, 2020.

Applications may also be submitted electronically to vgstpsrch@gmail.com.

Applicants are requested to make all inquiries regarding this position to vgstpsrch@gmail.com. Applicants are requested to NOT contact Villa Grove board members or Villa Grove C.U.S.D. #302 staff members. All applications will be held in strict confidence with the final selection and appointment being determined by the Villa Grove School Board.

The Villa Grove School District is an Equal Opportunity Employer.

Villa Grove C.U.S.D. #302



Name _____
Last First Middle Maiden

Home Address _____
Street City State Zip

E-mail Address _____

Phone _____
Daytime Cell

Present Position _____

Name of School District _____

Total Enrollment _____ Number of Elementary Schools _____

Number of Administrators _____ Number of Intermediate Schools _____

Number of Certified Staff _____ Number of Middle/Junior High Schools _____

Number of Support Staff _____ Number of High Schools _____

Do you hold a valid Illinois Superintendent's endorsement? Yes No IEIN # _____

Are you currently under contract? Yes No

If yes, which district? _____

If yes, when does it expire? _____

When may your present employer be contacted? _____

Villa Grove C.U.S.D. #302



Professional Experience and/or Employment Record

Current and/or Most Recent Position

Employer Contact Information

Supervisor/Reference Contact Information

Dates Employed

Reason for Leaving

Responsibilities/Accomplishments

Previous Position Held

Employer Contact Information

Supervisor/Reference Contact Information

Dates Employed

Reason for Leaving

Responsibilities/Accomplishments

Previous Position Held

Employer Contact Information

Supervisor/Reference Contact Information

Dates Employed

Reason for Leaving

Responsibilities/Accomplishments

Villa Grove C.U.S.D. #302



Educational Experience

High School Attended

Colleges, Universities, and Technical Schools Attended

Name & Location	Dates Attended	Major/Area of Study	Degree
-----------------	----------------	---------------------	--------

Undergraduate GPA: _____ Highest Degree Attained: _____

Graduate GPA: _____ Graduate Program of Study: _____

Honors/Awards/Distinctions: _____

Professional References

Reference #1 Name	School/Organization	Current Position
-------------------	---------------------	------------------

Contact Number	E-Mail Address	Years Known
----------------	----------------	-------------

Reference #2 Name	School/Organization	Current Position
-------------------	---------------------	------------------

Contact Number	E-Mail Address	Years Known
----------------	----------------	-------------

Reference #3 Name	School/Organization	Current Position
-------------------	---------------------	------------------

Contact Number	E-Mail Address	Years Known
----------------	----------------	-------------

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

Are you capable of performing all of the essential functions for this job, with or without reasonable accommodations? Yes No

For the purpose of compliance with the immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No

*Note: Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.

Have you ever been convicted of violation(s) of the law, including moving traffic violations, but excluding offenses committed before your 18th birthday that were finally adjudicated in a juvenile court or under a youth offender law?

Yes No

If yes, list all and explain:

Have you ever been 'indicated' by the Department of Children and Family Services as a person who engaged in child abuse or neglect under the Illinois Abused and Neglected Child Reporting Act, or by any state agency of another state under a similar law? Yes No

Additional Information

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment? Yes No

Are you a relative of any board member, administrator, or supervisor who is currently serving the Villa Grove School District? Yes No

Authorization and Release

Section 10-21.19 of The School Code of the State of Illinois stipulates that an applicant for employment with a school district is required, as a condition of employment, to authorize a fingerprint investigation to ascertain if the applicant has been convicted of certain criminal offenses. The School Code also stipulates that the School District perform a check on the Statewide Sex Offender Database. Should I be a candidate for employment with the Villa Grove Community Unit School District #302 I agree to authorize both investigations and will allow myself to be fingerprinted as a part of this investigation. Candidate may not be employed unless such investigation has been initiated.

I declare the foregoing, to the best of my knowledge, to be an accurate and complete statement of facts. I understand that the failure to provide requested information or any false statement herein will serve as cause for rejection of the application or, if discovered later, for discharge. I authorize past schools, employers, and persons whom I have listed herein as personal references to disclose information about me, including the names of other persons from whom information may be obtained related to my academic and work experience, and my suitability for the position for which I am applying. Furthermore, I understand that my employment is subject to satisfactory replies from references, and I hereby relieve Villa Grove CUSD #302 and all references from any and all liability concerning the release of confidential information. Furthermore, I acknowledge that employment is contingent upon and subject to a post-offer physical, a background check, and a Fingerprint-Based Criminal History Records Investigation. If accepted for employment, I hereby agree to obey all rules and regulations.

Applicant's Signature

Date