

4,700 Students

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Whitehouse Independent School District

Vacancy Announcement

Date Posted: November 24, 2015

Deadline for Applications: January 15, 2016

Position Title: Superintendent of Schools

School District: Whitehouse Independent School District, 106 Wildcat Drive, Whitehouse, Texas 75791

Location: Central Office, Superintendent

Salary Range: Negotiable

Length of Work Year: 12 months

Position Summary: Educational leader and chief executive officer of the school district.

Minimum Position Requirements:

- Master's Degree in Educational Administration or a directly related field
- Valid Texas Superintendent Certificate
- At least 10 years of increasingly responsible leadership experience in school administration that includes successful experience as superintendent, deputy superintendent, or assistant superintendent
- Knowledge of school law, school finance, curriculum, and data
- Demonstrated skill in anticipating, managing, and resolving conflict
- Demonstrated ability to manage budgets and personnel

Summary of Duties/Responsibilities: (See WISD Board Policies BJA (Legal) and (Local) for additional information.)

1. Assuming administrative responsibility and leadership for the planning, organization, supervision, and evaluation of the education programs, services, and facilities of the school district and for the annual performance appraisal of district's staff.
2. Assuming administrative authority and responsibility for the assignment, supervision, and evaluation of all personnel of the school district other than the superintendent.
3. Overseeing compliance with the standards for school facilities.
4. Initiating the termination or suspension of an employee or the nonrenewal of an employee's term contract.
5. Managing the day-to-day operations of the school district as its administrative manager, including implementing and monitoring plans, procedures, programs, and systems to achieve clearly defined and desired results in major areas of operations.
6. Preparing and submitting to the board a proposed budget and administering the budget.

7. Preparing recommendations for policies to be adopted by the board and overseeing the implementation of adopted policies.
8. Developing or causing to be developed appropriate administrative regulations to implement policies established by the board.
9. Providing leadership for the attainment and, if necessary, improvement of student performance in the school district based on the state's achievement and quality learning indicators and other indicators as may be adopted by the Commissioner of Education or the school board.
10. Organizing the school district's central administration
11. Consulting with the school district's district level committee.
12. Ensuring the adoption of a Student Code of Conduct and the enforcement of same and the adoption and enforcement of other student disciplinary rules and procedures as necessary.
13. Submitting reports as required by state and federal law, rule, or regulation, and ensuring that a copy of any report required by federal, law, rule, or regulation is also delivered to TEA.
14. Providing joint leadership with the board of trustees to ensure that the responsibilities of the board and superintendent team are carried out.
15. Ensure the implementation of the policies created by the school board.
16. Performing any other duties assigned by action of the school board.

How to Apply: Submit application materials to Whitehouse ISD Board of Trustees through the school district's attorney: Mr. Randall J. Cook, Hardy Cook & Hardy, P.C., 2080 Three Lakes Parkway, Tyler, Texas 75703; or randy@hardylaw.com. Application materials will be treated confidentially. Application materials should include the following:

- Letter of Interest
- Current Resume
- Brief Description of Major Accomplishments/Career Vita
- List of References
- College or University Transcripts
- Copies of Certifications
- Status of current contract

The final selection and appointment of a superintendent of schools is the sole responsibility of Whitehouse ISD Board of Trustees.

Whitehouse ISD is an equal opportunity employer and applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice. WISD Title IX Coordinator: Doris Pitts, pittsd@whitehouseisd.org.