

## POTH INDEPENDENT SCHOOL DISTRICT

*Paula Renken, Interim Superintendent*

*Julie Dunn, Director of Curriculum & Special Programs*

*Marissa Ximenez, Director of Special Education*

P.O. Box 250

Poth, TX 78147

Phone: (830) 484-3330 Fax: (830) 484-2961

POTH HIGH SCHOOL

Todd Pawelek, Principal

Phone: 484-3322 Fax: 484-3304

POTH JUNIOR HIGH SCHOOL

Todd Deaver, Principal

Phone: 484-3323 Fax: 484-3682

POTH ELEMENTARY SCHOOL

Laura Kroll, Principal

Phone: 484-3321 Fax: 484-1271

### **Poth ISD Superintendent Search Announcement**

The Poth 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
- 5 or more years of leadership experience in school administration preferred
- Superintendent experience preferred; not required
- Knowledge of school finance and budget management
- Good communication skills with the ability to listen to others and foster a climate of mutual trust and respect
- Experience in sound management practices with appropriate planning and decision making skills
- Reputation as an open, approachable, ethical, and enthusiastic leader who is involved in and visible throughout the district and community
- An exceptional educator who emphasizes student performance through a comprehensive educational program
- A progressive thinker willing to integrate new ideas and technological concepts into the district
- A willingness to commit to the district long term

### **TENTATIVE TIMELINE**

Application Deadline:	February 05, 2016
Application Review:	February 10, 2016
Initial Interviews:	February 15 – 19, 2016
Follow-up Interviews:	February 20 & 21, 2016
Lone Finalist Named:	February 20 or 21, 2016
Date of Hire:	March 14, 2016
Start Date:	Negotiable

## **CONDITIONS OF EMPLOYMENT**

<b>Salary:</b>	Negotiable, depending on experience
<b>Benefits:</b>	Standard health insurance allowance
<b>Contract Length:</b>	Negotiable administrative contract
<b>Professional Dues:</b>	Two professional organizations and membership in local civic organizations
<b>Pre-Employment Background Screening</b>	Required
<b>Residence:</b>	Must live within district or within 15 mile radius of school (move timeframe negotiable)

## **APPLICATION PROCESS**

- All application materials should be submitted **electronically** to:

Les Miller, Poth ISD Board President  
[superintendentsearch@pothisd.us](mailto:superintendentsearch@pothisd.us)

- Submission deadline: February 05, 2016 by 4 p.m.
- Applicants must submit the following information:
  - Letter of Interest and Intent
  - Completed Poth ISD Application
  - Current Resume
  - College/University Transcripts
  - Copy of Certifications
  - Three Letters of Reference

All applications will be treated confidentially and only the Lone Finalist will be revealed. Applicants are not to contact members of the board. All application inquiries and clarifications should be made to Les Miller, Board President, call 830-377-1070 or email [superintendentsearch@pothisd.us](mailto:superintendentsearch@pothisd.us)

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