



AN INVITATION TO APPLY FOR THE POSITION OF

SUPERINTENDENT OF SCHOOLS



Phoenix Central School District

OUR VISION:

We are dedicated to being a model of educational excellence, preparing students for life beyond the classroom by fostering academic achievement, personal growth, and community engagement.

OUR MISSION:

We are committed to educating the whole child through engaging opportunities, empowering each student to succeed, and helping them reach their potential to contribute to a greater society.

CORE BELIEFS

Integrity
Perseverance
Innovation
Respect
Compassion

VACANCY ANNOUNCEMENT

The Phoenix Central School District seeks an extraordinary educational leader with diverse knowledge and experience for the position of Superintendent of Schools, effective July 1, 2026. It is the intent of the Board of Education to recruit and retain a long-term qualified candidate to fill the position.

COMPENSATION

The Board of Education is prepared to offer a competitive salary, plus a competitive benefits package contingent upon professional qualifications and achievement as an educational leader. The contract is for three years.





CHARACTERISTICS OF THE IDEAL CANDIDATE

The Phoenix Central School District seeks an educational leader who demonstrates personal and professional qualities, experiences, competencies, skills and results. The exceptional candidate will be a proven leader who is an effective communicator, willing and capable of engaging and challenging students and staff.

The ideal candidate:

- Must hold a valid New York State School District Administrator or Leader Certification
- Be willing to make a long-term commitment to the district and demonstrate a genuine interest in working and being visible in the Phoenix community
- Be competent in prudent fiscal management
- Be a team builder who fosters high staff morale
- Have extensive knowledge and understanding of New York State regulations, curriculum and assessment
- Embrace diversity of thought and be able to communicate effectively with the community, faculty and staff
- Be committed to and experienced in continuous improvement in student achievement
- Promote the core values, educational philosophy and vision of the district
- Keep the district on the cutting edge of the integration of technology with classroom instructional strategies
- Be an advocate for the district

RECRUITMENT TIMELINE

Last date to submit applications.....January 9, 2026
New superintendent takes office.....July 1, 2026

FINANCIAL DATA

Current Budget.....	\$ 52,360,444
State Aid	\$ 29,604,433
Local Tax Levy.....	\$ 17,953,164
PILOTS.....	\$ 120,000
True Tax Rate (per thousand assessed).....	\$ 17.42
Taxable Assessed (before STAR)	\$ 550,596,225
Taxable Assessed (after STAR)	\$ 483,333,659
Full Value.....	\$ 1,030,103,904



FACTS AND FIGURES

NUMBER OF
TEACHERS
AND TAS: **147**

NUMBER OF
STAFF
OVERALL: **350**

AVERAGE
CLASS
SIZE: **14-21**
Elementary
MS & HS
12-18

ANNUAL
ATTENDANCE
RATE: **92%**

GRADUATION
RATE: **90%**

EXPENDITURES
PER PUPIL:
\$27,553.80

ABOUT THE COMMUNITY

The Phoenix Central School District, in Central New York, is located 15 miles northwest of Syracuse and 18 miles southeast of Lake Ontario. Phoenix is primarily a rural community, situated at Lock 1 of the Oswego River and Oswego canal, making it the southern gateway to Oswego County. It is conveniently located near state Route 481, making it accessible to many fine parks, shopping facilities and restaurants.

The district serves nearly 1,600 students housed in three school buildings – Michael A. Maroun Elementary School houses grades PK-4, Emerson J. Dillon Middle School houses grades 5-8 and John C. Birdleough High School houses grades 9-12. Administrators and school faculty/staff are committed to a strong educational program that promotes academic and personal growth for all students.

APPLICATION PROCESS

Qualified and interested candidates should submit the following information by the close of the workday on January 9, 2026.

- Letter of interest
- Current resumé
- Completed application
- Academic transcripts and at least three letters of reference
- Copies of administrative certification

Official transcripts should be sent directly from the institution of higher education to Melissa Allard via email.

Candidates should not contact board members.

All inquiries and application materials should be directed to:



Melissa Allard
Administrative Secretary
Center for Instruction, Technology & Innovation
mallard@CiTiboces.org

This is a confidential search and applicants should not send correspondence with a return address. Nor should materials be sent to any individuals other than Jeremy Belfield, search consultant, and Melissa Allard, confidential administrative assistant.



PHOENIX CENTRAL SCHOOL DISTRICT

Application for the Position of **SUPERINTENDENT OF SCHOOLS**

Please TYPE OR PRINT CLEARLY since your application will be duplicated many times.

PERSONAL INFORMATION

Last Name _____

First Name _____ Middle Initial _____

Home Address _____

City/State/Zip _____

Telephone Number _____

Email Address _____

Business Address _____

City/State/Zip _____

Telephone Number _____

Present Employer _____

Title _____

Enrollment _____ Budget _____

Number of People Reporting Directly to You _____

New York State School Building Leader or School District Leader Certificate Number _____

(Please enclose copy of SBL or SDA certificate.)

Please email letter of interest, current resumé, completed application, official academic transcripts, any letters of reference and copies of administrative certification to:

Melissa Allard

Administrative Secretary at
the Center for Instruction,
Technology & Innovation

mallard@CiTiboces.org
(no paper applications)

**Application
deadline is
January 9, 2026**

*Official transcripts should
be sent directly from the
institution of higher education
to Melissa Allard via email.*

The Phoenix Central School District Board of Education, its officers and employees, shall not discriminate against any student, employee, or applicant on the basis of race, color, national origin, creed, religion, marital status, sex, age, or disability. This policy of nondiscrimination includes: access by students to educational programs, counseling services for students, course offerings and student activities, recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.



EMPLOYMENT HISTORY

Please list all career experience in chronological order beginning with your present position. Please include both school and nonschool experience. Please attach an additional page if necessary.

Employer & Location _____

Position Held _____ Telephone Number _____

Dates (to/from) _____ Size of School/District _____

Reason For Leaving _____

Employer & Location _____

Position Held _____ Telephone Number _____

Dates (to/from) _____ Size of School/District _____

Reason For Leaving _____

Employer & Location _____

Position Held _____ Telephone Number _____

Dates (to/from) _____ Size of School/District _____

Reason For Leaving _____

Employer & Location _____

Position Held _____ Telephone Number _____

Dates (to/from) _____ Size of School/District _____

Reason For Leaving _____

MILITARY EXPERIENCE

Branch of Service _____ Rank/Specialty _____

Dates of Service: From _____ To _____ Discharge Type: _____

CERTIFICATES

Title of Certificate _____

Date Issued _____ Expiration Date _____ Valid in State of _____

Title of Certificate _____

Date Issued _____ Expiration Date _____ Valid in State of _____

EDUCATIONAL & PROFESSIONAL PREPARATION

Undergraduate _____ Location _____

Major/Minor _____ Degree Earned & Date _____

Graduate Institution _____ Location _____

Major/Minor _____ Degree Earned & Date _____

Post-Graduation Institution _____ Location _____

Major/Minor _____ Degree Earned & Date _____

REFERENCES

Please provide four references who are familiar with your recent work achievements.

Name _____ Title _____

Present Address _____

Email Address _____ Home/Business Phone _____

Name _____ Title _____

Present Address _____

Email Address _____ Home/Business Phone _____

Name _____ Title _____

Present Address _____

Email Address _____ Home/Business Phone _____

Name _____ Title _____

Present Address _____

Email Address _____ Home/Business Phone _____

BACKGROUND INFORMATION

1. Are you a United States Citizen? ☐ Yes ☐ No
2. Have you ever been fingerprinted for the purpose of employment? ☐ Yes ☐ No
3. Have you been cleared by NYSED for teaching? ☐ Yes ☐ No
4. Are you legally eligible for employment in this country? ☐ Yes ☐ No
5. Can you physically perform the essential functions of the position for which you are applying either with or without a reasonable accommodation? ☐ Yes ☐ No
If the answer to any of the following questions is "yes", please attach an explanation for each "yes" response to this application.
6. Have you ever been convicted of a violation of law? ☐ Yes ☐ No
(If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment)
7. Have you ever been found guilty of charges pursuant to New York State Education Law 3020-a? ☐ Yes ☐ No
(If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment)
8. Have you ever been dismissed from a position, or resigned to avoid dismissal? ☐ Yes ☐ No
(If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment)
9. Have you ever received an unsatisfactory rating in conjunction with any pedagogical or school administration employment? ☐ Yes ☐ No
10. Have disciplinary charges ever been proffered against you by an employer? ☐ Yes ☐ No

WAIVER AND RELEASE FOR APPLICANT BACKGROUND CHECK

By signing below, I, _____, hereby authorize the Phoenix Central School District (hereafter known as "the District") to verify and investigate all statements I have made on the employment application, related papers and in interviews. I authorize the District to contact all employers and personal references listed on my employment application. In addition, I authorize all individuals, schools and employers mentioned on my employment application to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals, schools and employers from any and all legal liability or damage for disclosing any information about me. In addition, I understand that if this form is not signed and submitted with the appropriate completed application form, I will not be considered for employment by the District.

Signature _____ Date _____

APPLICANT'S STATEMENT

I certify that all statements herein are true, accurate and complete, and I understand that any false, misleading or willful omissions shall be just cause for dismissal or refusal of employment.

Signature _____ Date _____

