



AN INVITATION TO APPLY FOR THE POSITION OF

# SUPERINTENDENT OF SCHOOLS

ALTMAR-PARISH-WILLIAMSTOWN  
CENTRAL SCHOOL DISTRICT



*Academics at its best!*  
*Pursuit of Excellence!*  
*Where students come first!*

## ABOUT THE DISTRICT

The APW School District serves approximately 1,200 students that reside in a 170 square mile area. We have been in the business of providing quality education to our community since 1956 and will continue to develop all our students to their highest potential to produce successful, innovative citizens and leaders for tomorrow's world.

The staff currently includes the Superintendent, Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services, School Business Administrator, Director of Facilities, District Treasurer, Director of Child Nutrition, District Tax Collector, Supervisor of Transportation, Director of Special Education, Director of Athletics, High School Principal, Assistant High School Principal, Elementary Principal, Assistant Elementary Principal, and a combined total of 249 transportation department staff, food service department staff, operations and maintenance staff, student services staff, as well as clerical workers.

## MISSION STATEMENT

The APW Central School District is committed to providing an environment where children are safe, healthy, fit and ready to learn. Our mission is to increase student achievement through a coordinated school health program that includes: learning and adopting healthy behaviors, achieving lifelong physical fitness, encouraging healthful nutrition, enhancing school health service, creating positive learning environments, supporting social and emotional well-being, promoting faculty and staff wellness and connecting school, parents and community.

## VACANCY ANNOUNCEMENT

The Board of Education of Altmar-Parish-Williamstown Central School District is seeking an outstanding educational leader to fill the position of Superintendent of Schools. Christopher Todd, the Center for Instruction, Technology & Innovation's District Superintendent, will coordinate the search process.

## COMPENSATION

The Board of Education is prepared to offer a competitive, to-be-determined salary, plus a competitive benefits package contingent upon professional qualifications and achievement as an educational leader.

## SCHOOL BUILDINGS AND CONFIGURATION

Elementary School ..... **599 pupils**  
Junior-Senior High School ..... **545 pupils**





## FACTS AND FIGURES

Number of Teachers/TAs: **116**

**17** Average Class Size:

Annual Attendance Rate: **93%**

Expenditures Per Pupil: **\$24,670**

## CHARACTERISTICS OF THE IDEAL CANDIDATE

The Board of Education, on behalf of the community it represents, as well as the staff and students of Altmar-Parish-Williamstown Central School District, is seeking a dynamic and highly qualified distinguished leader to serve as Superintendent of Schools. The successful candidate should be a confident and innovative leader who is an effective communicator, willing and capable of engaging and challenging students and staff.

The candidate should possess Central Office administrative experience, and hold or be eligible for New York State Administrative certification (SDA or SDL). In addition, the ideal candidate should:

- Have command of the ever-changing New York State Standards and Education Law.
- Be able to implement a positive vision for the future success of students and staff.
- Have a background in, and knowledge of, K-12 curriculum.
- Be approachable, highly visible and willing to make a commitment and investment in the community.
- Communicate effectively and be an active and engaged listener.

## RECRUITMENT TIMELINE

Last date to submit applications ..... May 15, 2020  
 New superintendent takes office..... July 1, 2020 or as soon as possible thereafter

## FINANCIAL DATA

Current Budget.....	\$32,854,385
State Aid .....	\$25,082,902
Local Tax Levy.....	\$6,031,819
PILOTS .....	\$344,430
True Tax Rate (per thousand assessed) .....	\$14.40 to \$16.94
Taxable Assessed.....	\$404,553,505
Full Value .....	\$414,654,548



## BOARD OF EDUCATION

A seven-person Board of Education oversees the operations of the District. Board meetings are held on the second Thursday of each month.

**Mark Mattison, *President***

**Shawn Clark, *Vice President***

**Kristina Brouse**

**Michael Hale Sr.**

**Jesse Williams**

**Karen Oakes**

**David Starkey**



## ABOUT THE COMMUNITY

Located on the Southern side of the Tug Hill Plateau in Oswego County, the APW School District is nestled in the center of some of the most beautiful country Central New York has to offer. Our area is known for its access to hunting, fishing, hiking, camping and snowmobiling. Racing enthusiasts are only minutes from a variety of tracks. Skiers and snowboarders are within half an hour of challenging slopes, and those who enjoy water sports have a number of lakes and rivers to choose from. In fact, the Salmon River is famous for both trophy fishing and world class white water kayaking. Although ideal for those who love country living, APW is centrally situated only 30 minutes from the cities of Syracuse, Oswego, Rome and Watertown; perfect for commuters and shoppers. We are a great place for families to live and learn.

## APPLICATION PROCESS

Qualified and interested candidates should submit the following information by the close of the work day on May 15, 2020.

- Letter of interest
- Current resumé
- Completed application
- Placement folder
- Academic transcripts
- Copies of administrative certification

**All inquiries and application materials should be directed to:**

Christopher Todd  
District Superintendent  
Center for Instruction, Technology & Innovation  
179 County Route 64  
Mexico, NY 13114  
Phone: (315) 963-4222



# ALTMAR-PARISH- WILLIAMSTOWN 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 District  
Administrator Certificate Number \_\_\_\_\_  
*(Please enclose copy of SDA or SDL certificate.)*

**Please mail letter of interest, current resumé, completed application, placement folder, academic transcripts and copies of administrative certification to:**

Christopher Todd  
District Superintendent  
Center for Instruction,  
Technology & Innovation  
179 County Route 64  
Mexico, NY 13114

*Application deadline is  
May 15, 2020*

Altmar-Parish-Williamstown Central School District is an Equal Opportunity Employer, is in compliance with Title IX of the Educational Amendments of 1972 and does not discriminate on the basis of race, color, religion, sex, age or national origin.

## 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 \_\_\_\_\_  
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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 \_\_\_\_\_

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Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_ Valid in State of \_\_\_\_\_

## EDUCATIONAL & PROFESSIONAL PREPARATION

Undergraduate Institution \_\_\_\_\_ 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. Include the names of at least two current or past school board members.*

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 \_\_\_\_\_

## ESSAY QUESTION

*Please compose the following essay on a separate sheet of paper and enclose with your application.*

Identify how your professional background combined with your skills and attributes has prepared you to lead the Altmar-Parish-Williamstown Central School District through rapidly changing times.

## 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? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment)  
 Yes  No
7. Have you ever been found guilty of charges pursuant to New York State Education Law 3020-a? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment)  Yes  No
8. Have you ever been dismissed from a position, or resigned to avoid dismissal? (If you answer yes to this question, you will not necessarily be disqualified as an applicant for employment)  Yes  No
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 Center for Instruction, Technology & Innovation (hereafter known as "CiTi") acting on behalf of Altmar-Parish-Williamstown 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 CiTi 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 \_\_\_\_\_

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## 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 \_\_\_\_\_