

To Apply:

Qualified candidates should submit the following:

- Letter of interest
- Application
- Resume
- Copies of Administrative Certification(s)
- Academic Transcripts
- References

Send to:

Mr. Christopher J. Todd,
District Superintendent
CiTi BOCES
179 County Route 64
Mexico, NY 13114
P: 315.963.4222
E:ctodd@CiTiboces.org



Cayuga-Onondaga BOCES
is seeking qualified applicants
for the position of:

District Superintendent

Application deadline is
October 31, 2017, with
an anticipated start date
of January 1 or as soon
as possible.



Applications available at: cayboces.org or Citiboces.org/cayboces

About Cayuga-Onondaga BOCES

Cayuga-Onondaga BOCES serves nine component school districts: Auburn, Cato-Meridian, Jordan-Elbridge, Moravia, Port Byron, Southern Cayuga, Skaneateles, Union Springs and Weedsport. The new facility as well as the services and programs provide an equal opportunity for individuals in our communities to obtain an education and gain skills.

In 2007, the new campus was built on 64 acres of farmland previously owned by the Cayuga County Industrial Development Agency. The new \$42.1 million, 200,000 square foot, state-of-the-art Regional Education Center became the first LEED certified public school in New York State in 2009 when it was awarded LEED Silver Certification.

BOCES exists to provide cost-effective sharing of education services among the local school districts. Cayuga-Onondaga BOCES offers a wide variety of programs including special education, career and technical education, adult and continuing education, alternative education, professional staff development, instructional support services, and labor relations services.

BUDGET INFORMATION

\$36,829,792

General Fund Budget

\$1,897,993

Administrative Component

\$2,344,972

Capital Component

ENROLLMENT & STAFF

442

Career and Technical Education

425

Special Education

120

Adult Education

400

Staff Members

MISSION STATEMENT:

While providing the highest quality educational programs and services to our component school districts and communities, Cayuga-Onondaga BOCES fosters an environment where continual learning is a priority, critical thinking is essential, challenges become opportunities, collaboration and communication are demonstrated, and creativity flourishes.

Why Cayuga-Onondaga?

Cayuga-Onondaga is nestled in the heart of the Finger Lakes region, close to lake access and scenic New York State parks. The region boasts world-renowned wineries. From hiking to boating to fishing, there is something for everyone. Auburn, NY is home to rich culture and history, just visit the Seward House Museum or Harriet Tubman's home. Our close-knit community makes everyone feel welcome.



Compensation

The Board is offering a salary range of \$155,000-\$166,762 depending on the qualifications and experience of the successful candidate. Benefits are those of management/confidential employees of the New York State Education Department. The length of the contract will be three years. Residency within the supervisory district is required. As specified in New York State Education Law, District Superintendents of Schools are appointed by the Board of Cooperative Education Services with the approval of the Commissioner of Education. Continuing service of the District Superintendents is governed by New York State Education Law.

Selection Process

The last date to submit applications is October 31, 2017, with an anticipated start date of January 1 or as soon as possible.

The State Education Department and the Cayuga-Onondaga BOCES are Equal Opportunity Employers. Inquiries concerning this policy should be addressed to the Office of Diversity, Ethics, and Access, New York State Education Department, Albany, NY 12234, (518) 474-1264, or Cayuga-Onondaga BOCES, Telephone (315) 253-0361, BOCES Administrative Offices, 1879 West Genesee Street Road, Auburn, New York 13021.

From the Board

The Board of Cooperative Education Services of Cayuga and Onondaga counties, in concert with the Commissioner of Education of the State of New York, invites applications for the position of District Superintendent of Schools. As Chief Executive Officer of the BOCES, the District Superintendent is responsible for providing leadership to school districts within the supervisory district. In this capacity, the District Superintendent plans, administers, supervises and evaluates the instructional and management services provided by the BOCES at the request of its nine component districts. The District Superintendent is accountable to a nine-member BOCES Board of Education. The District Superintendent also serves as the liaison for the New York State Education Department to nine public school districts within the Supervisory District region. In this state role, the District Superintendent supports the implementation of State Education Law, the policies of the State Board of Regents, Commissioner's regulations, and attends to special assignments at the request of the Commissioner. In addition, the District Superintendent assists the component school districts in the recruitment and selection of School Superintendents as needed. The District Superintendent is also considered a state employee and reports to the Commissioner of Education.

VISION STATEMENT:
We will lead and support our districts to ensure all learners receive what they need to live inspired, purposeful lives.

Board of Ed.

Melinda Quanbeck,
President

Kathryn Carlson,
Vice President

William Andre

Colleen Battalino

Kathleen Bratt

Douglas Hart

Larry Hartle

Carol Quill

Dean Winspear



Qualifications and Desired Attributes

Leadership: The ability to lead people, an organization and the region: a leadership style characterized by consensus building and active listening to objectively evaluate suggestions from all constituents within the service area and by the ability to articulate a compelling vision of the goals of the organization. Personal investment in the community is essential for an accurate understanding of needs and community dynamics.

Board and Components: The ability to synthesize ideas and advise boards of education and superintendents with diverse needs and interests on issues of law, regulations, policy, educational programs and related school district issues; further, to be a resource and lead the region to educational excellence.

Communication: The successful candidate must demonstrate excellent verbal/written communication skills in interactions with students, community leaders, businesses, BOCES staff/faculty, component superintendents, leadership teams, state/regional education leaders and policy makers.

Management: The ability to lead, manage and direct with vision a multi-faceted educational service agency that responds to regional needs.

Fiscal: The ability to be practical and creative fiscally, creating short-and long-term financial strategies and procedures designed to make the best use of federal, state and local resources to best serve the needs of students and component districts.

Personnel: The ability to develop, implement and supervise effective personnel policies, particularly with regard to hiring, professional growth, and staff evaluation including the latest teaching standards.

Human Resources: The ability to respect the needs as well as recognize the contributions of all the individuals who serve or are served by the BOCES and set standards of integrity, excellence and ethics for all personnel.

Creativity: The ability to demonstrate ingenuity and imagination in the problem-solving process.

Transparency: The ability to present the mission, goals and successes of the organization in a credible, open and unedited manor, which promotes collaboration and creates confidence in the BOCES amongst community and component districts.

Additional Qualifications:

- Strong academic credentials
- Broad experience as an educator that includes at least experience in central office administration
- The ability to maintain effective fiscal and technical oversight of renovation and new construction projects.
- Proven success in all aspects of school administration, including school finance and personnel management
- Familiarity and support of New York State Standards
- Demonstrated skill in communicating with all staff, boards of education and community
- Willingness to provide leadership to the BOCES, based on the vision described in the strategic plan.
- Skill at labor negotiations in a climate of unprecedented fiscal constraints and escalating health and retirement costs.
- Must possess or be eligible for New York State certification as a School District Leader and have demonstrated success in leadership positions in education.

BOCES PROGRAMS AND SERVICES

Adult Education: Provides the community with the highest quality opportunity for personal development and lifelong learning in a cooperative environment.

Career & Technical Education: CTE provides students with the academic and technical skills, knowledge, and training necessary to succeed in future careers.

Alternative Education (Compass): A program for middle and high school students who have experienced difficulty in attaining success within a traditional learning environment.

Special Education: The Cayuga-Onondaga BOCES hosts classes for students with disabilities in age appropriate, general education buildings, which ensures the highest possible interaction with their non-disabled peers.

Instructional Support Services: Works closely with administrators and faculty to effectively integrate programs, technology, and services that promote quality teaching and learning for our nine component districts.

Administrative Services: Provides a wide-range of support and cost-saving services such as Labor Relations, Safety and Risk Management, Print and Copy Services, etc.



Cayuga-Onondaga BOCES

Application for the Position of

District

Superintendent

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 _____ Current Salary _____

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,
completed application,
current resume,
copies of administrative
certification,
academic transcripts
and references to:**

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

***Application deadline is
October 31, 2017***

*The State Education Department
and the Cayuga-Onondaga
BOCES are Equal Opportunity
Employers. Federal and state
statutes prohibit discrimination
in employment because of age,
sex, physical disability, ethnic
origin or race. All applicants are
screened in full compliance with
these statutes.*

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 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.

Describe the role of the District Superintendent and your skills and values. Please highlight how the two descriptions will align to benefit the region.



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 the Cayuga-Onondaga Board of Cooperative Educational Services (hereafter known as "the Cayuga-Onondaga BOCES") 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 Cayuga-Onondaga BOCES.

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 _____

