



AN INVITATION TO APPLY FOR THE POSITION OF
**SUPERINTENDENT
OF SCHOOLS**

oswego.org



MISSION STATEMENT

We educate, inspire, and empower all students.

OSWEGO CITY SCHOOL DISTRICT VISION

An innovative, high performing district that graduates every student.

OUR CORE BELIEFS

- Students come first.
- Everyone can learn and grow.
- We ensure equity and create access and opportunity for all.
- Diversity is embraced and celebrated.
- We provide a safe environment that supports and engages learners.
- Everyone is treated with respect and dignity.
- We value honesty, integrity, and perseverance.
- Data and evidence inform our decisions.
- We promote creativity and innovation.
- Community, collaboration, and partnerships are vital to our success.

VACANCY ANNOUNCEMENT

The Board of Education of Oswego City 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, with the successful candidate appointed by July 2023.

COMPENSATION

The Board of Education is prepared to offer a competitive salary of \$175,000-\$195,000, plus a competitive benefits package contingent upon professional qualifications and achievement as an educational leader. Incentives may be built in based on residency within the district. The contract is for three years.





CHARACTERISTICS OF THE IDEAL CANDIDATE

The Board of Education, on behalf of the community it represents, as well as the staff and students of Oswego City School District, are 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	April 14, 2023
New superintendent takes office.....	July 2023

FINANCIAL DATA

Current Budget.....	\$98,874,237
State Aid	\$45,493,697
Local Tax Levy.....	\$26,643,448
PILOTS	\$25,244,378
True Tax Rate (per thousand assessed)	\$15.58
Taxable Assessed.....	\$1,494,731,909
Full Value	\$1,709,737,137



FACTS AND FIGURES

Number of Teachers/TAs: **485**

20.6 Average Class Size:

Annual Attendance Rate: **90%**

Expenditures Per Pupil: **\$25,556**

ABOUT THE COMMUNITY

The city of Oswego is a waterfront community located on the southeastern shore of Lake Ontario and along the Oswego River. The city is embarking on a transformation to build upon its strengths to embrace its rich history, natural assets, and promote the development and restoration of healthy, vibrant neighborhoods surrounding Oswego's downtown. In addition to natural beauty, the city is home to many historic landmarks including Fort Ontario State Historic Site, the Richardson Bates House Museum and the H. Lee White Marine Museum. Shopping, dining, outdoor recreation, including riverwalk trails and world-class fishing, are at your door. From weekly farmers' markets to the Oswego Speedway, the summer is full of things to do, including a celebration known as Harborfest. Large employers in the community include: Novelis, Constellation, Oswego Health, SUNY Oswego, Oswego County government, St. Luke's Health Services and more.

APPLICATION PROCESS

Qualified and interested candidates should submit the following information by the close of the work day on April 14, 2023.

- Letter of interest
- Current resumé
- Completed application
- Academic transcripts and any letters of reference
- 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



OSWEGO CITY 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 mail letter of interest, current resumé, completed application, academic transcripts, any letters of reference 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
April 14, 2023*

Oswego City 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 _____

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.

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? (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 Oswego City 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 _____