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**COLUMBUS COUNTY SCHOOLS**

**SUPERINTENDENT**

**SEARCH**

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**COLUMBUS COUNTY BOARD OF EDUCATION**  
**2586 James B. White Hwy N. Bldg A**  
**WHITEVILLE, NC 28472**

# **SUPERINTENDENT VACANCY COLUMBUS COUNTY SCHOOLS**

The Columbus County Board of Education  
Announces the Vacancy of the  
Position of Superintendent of Schools

## ***THE POSITION:***

The Superintendent is the chief executive officer of the Board of Education and is charged with the duty and responsibility of implementing policies adopted by the Board of Education. The Superintendent is responsible for the school system as is provided by North Carolina General Statutes. The Superintendent is responsible for the direction, coordination, and education of all phases of the school system.

## ***PERSONAL QUALIFICATIONS:***

The position of Superintendent of the Columbus County Schools requires a person who has good human relations and public skills, the ability to communicate effectively with students, faculty, staff, and citizens. The individual should possess a strong self concept, superior intellect, impeccable integrity, and commitment to excellence which, in turn, will lead to inspiring and motivating colleagues, staff, and community. The successful candidate will be required to live in Columbus County.

## ***PROFESSIONAL QUALIFICATIONS:***

The applicant should be a person of proven administrative and leadership ability as a superintendent, preferably with five or more years' experience. Candidates must meet the legal requirements to serve as a superintendent in North Carolina or under the State Board of Education alternative guidelines. This person should have a track record of effective administration in diverse cultural and ethnical populations and a proven leadership record of increasing scope and responsibility.

## ***SALARY:***

Basic State Salary with local supplement negotiable.

Terms of Contract - Negotiable

Candidate should be able to assume position - Negotiable

***BOARD OF EDUCATION:***

The Columbus County Board of Education is composed of five members who serve staggered, four year terms. These members are committed to excellence in education.

***COLUMBUS COUNTY:***

Columbus County is located in the southeastern tip of North Carolina and lies on the border of South Carolina. It is ideally located with some areas less than one hour from the scenic North and South Carolina beaches and only a few hours from the majestic Great Smoky Mountains. Columbus County is also well known for Lake Waccamaw, the largest natural fresh water lake between Maine and Florida. Because we are centrally located, we offer easy accessibility to the great North and South Carolina metropolitan areas such as Wilmington, Raleigh, Charlotte, Charleston, and Columbia.

***COLUMBUS COUNTY SCHOOLS:***

Consisting of twelve schools and housing approximately 5,200 students, the system has a total budget of approximately \$80 million. All schools are accredited by the Southern Association of Colleges and Schools. At present approximately 850 full- and part-time certificated and classified staff members serve the schools.

***APPLICATIONS:***

Applications are due no later than 4:00 p.m. on May 1, 2024. The completed application along with letter of interest may be submitted by US mail or electronically to Superintendent Search, Columbus County Schools, ATTN: Mrs. Ruthie Harper, Administrative Assistant to the Superintendent, 2586 James B. White Hwy N. Bldg A, Whiteville, NC 28472. or email: rharper@columbus.k12.nc.us. All inquiries will be kept confidential. Candidate should be prepared to take office no later than July 1, 2024.

Close Date for Applications

May 1, 2024

## ***JOB DESCRIPTION:***

- Provide leadership to the Board of Education in the development of policies which are consistent with the philosophy and goals of the school system.
- Conduct ongoing assessment to identify needs and to make necessary adjustments.
- Provide leadership in establishing a systemwide planning process which provides short- and long-range goals and objectives for the school system.
- Provide an administrative organizational structure which accomplishes the goals and objectives of the school system.
- Organize and implement an appropriate instructional program.
- Comply with the curriculum requirements of the state and the local Board of Education.
- Evaluate the educational program.
- Manage the approved budget in an effective and efficient manner.
- Keep the Board informed of the needs, problems, and progress in all areas of support services.
- Maintain appropriate working relationships with the Board, staff, and community.
- Comply with applicable laws, regulations, and rules.
- Develop, maintain, and implement a short- and long-range facilities plan as approved by the Board.
- Inform the Board of the condition of physical properties and facilities sites.
- Direct the maintenance effort to assure that school properties are safe, clean, and attractive.
- Administer procedures for recruiting, recommending, and assigning all personnel.
- Assure that a comprehensive staff development plan is implemented for all employees.
- Provide a plan for support services in accordance with goals and objectives set by the Board.
- Maintain effective communications in sharing information with the Board, staff, and community.
- Demonstrate commitment to professional growth and development consistent with job requirements.
- Develop and recommend an annual budget that addresses the assessed needs of the school system.
- Organize fiscal operations in accordance with applicable laws, policies and procedures.
- Establish and implement personnel procedures consistent with applicable laws, rules, and regulations.
- Interpret/implement Board policy with the school staff and appropriate others.



## APPLICATION FOR SUPERINTENDENT

### Personal Data

Name \_\_\_\_\_ Dr. / Mr. / Mrs. / Ms.  
Last First Middle/Maiden (Circle one)

Present (Home) Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Present (Office) Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Social Security Number \_\_\_\_\_ U.S. Citizen  Yes  No (Please check)

Are you related by blood or marriage to any person now employed by Columbus County Schools? *If yes, give name, where employed, and relationship.* \_\_\_\_\_

### Employment Data

Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Position or Title: \_\_\_\_\_

Years in Position: \_\_\_\_\_ Are you currently under contract? \_\_\_\_\_

Is your employer aware of this application? \_\_\_\_\_ Contract Expiration: \_\_\_\_\_

Your school system's 2022-23: Annual Budget: \_\_\_\_\_ Number of Schools: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Student Enrollment (ADM): \_\_\_\_\_

What is the percentage of decline or increase in student enrollment during the past five years? \_\_\_\_\_

Number of employees reporting directly to you: \_\_\_\_\_ Current Salary (Excluding fringe benefits): \_\_\_\_\_

Have you had a Superintendent's contract renewed?  Yes  No (Please check). If yes, when, where, and size of school district: \_\_\_\_\_

Have you ever been dismissed or failed to have a contract renewed?  Yes  No (Please check). If yes, please explain: \_\_\_\_\_

Base Salary Expectations (Excluding fringe benefits): \_\_\_\_\_

Do you have, or are you qualified for, a North Carolina Superintendent's License?  Yes  No (Please check)

Do you have any objections to your present or previous employers being contacted for reference purposes?  
 Yes  No (Please check). If yes, please explain \_\_\_\_\_

## Educational History

Doctorate \_\_\_\_\_  
Degree Institution Major/Minor Date Received

Master's \_\_\_\_\_  
Degree Institution Major/Minor Date Received

Bachelors \_\_\_\_\_  
Degree Institution Major/Minor Date Received

Certification(s) \_\_\_\_\_

## Community Involvement (Attach supplement, if necessary.)

Please give a brief listing of activities or other evidence of community participation.

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## Professional Activities (Attach supplement, if necessary.)

Please list publications or research (including doctoral dissertation) projects.

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Please list fellowships, scholarships, special studies, honors, etc.

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## Employment History (Attach supplement, if necessary.)

Please list all FULL-TIME experience, both within and outside the field of education, beginning with most recent employment, not included on prior page and continuing in reverse chronological order. Please attach additional pages if necessary.

Position \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Unit Size: \_\_\_\_\_ No. of Employees Supervised \_\_\_\_\_

Dates of Service \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Position \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Unit Size: \_\_\_\_\_ No. of Employees Supervised \_\_\_\_\_

Dates of Service \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

## References

Please list four individuals, one of whom should be a recent employer or supervisor, one a leader in your community, and two educators who know of your work record. Do not list a relative.

Name	Position	Present Address	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Outside Interests and Hobbies (Attach supplement, if necessary.)

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\_\_\_\_\_

## Major Career Accomplishments (Attach supplement, if necessary.)

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## Additional Information

1. What do you feel are your administrative strengths, and what do you feel are your special qualifications for this position?

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2. What do you consider your weakest administrative areas?

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3. Briefly describe your feelings concerning each of the following:

- “Multi-Tiered System of Support (MTSS)”, narrowing the achievement level between high and low performing students.

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- Leadership style, particularly in maintaining staff morale, as well as meeting the challenges of continuous improvement.

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- Continuous improvement in the area of instructional practice.

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- The role of education in preparing students for responsible citizenship in a global society.

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**If your answer is yes to any of the following questions, please attach an explanation.**

1. Do you object to submitting a pre-employment and subsequent physical examination?  Yes  No (Please check)
2. Do you have any objection to a request for your credit rating?  Yes  No (Please check)
3. Have you ever been convicted or charged with a violation of any federal, state, county, or municipal law, regulation, or ordinance? (Disregard minor traffic violations.)  Yes  No (Please check)
4. Would you object to a visit to your community if you are among the finalists?  Yes  No (Please check)
5. Please list the name and address of your local community newspaper.  
\_\_\_\_\_
6. When would you be available, if this position were offered to you? \_\_\_\_\_

## **APPLICANT'S CERTIFICATION AND RELEASE OF LIABILITY**

I, the applicant/employee, by submission of this application, certify that I hereby expressly authorize the Board of Education, its agents, and its employees to make any investigation of my personal or employment history, expressly including, but not limited to, federal and/or state criminal, law enforcement, or traffic records, which may include confirmation by fingerprint identification. I further authorize any former employer, person, firm, corporation, credit agency, administration body, or governmental agency to give the Board of Education, or its agents, or its employees any information they may have regarding me. In consideration of the review of my employment application by the Board of Education, its members, officers, agents or its employees, I hereby release the Board of Education to which this application is submitted and any and all providers of information to whom this release is sent, from liability as a result of furnishing or receiving this information. If employed, I further authorize the Board of Education or its agents to provide information about my employment in this school system to future employers or prospective employers.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. I also understand that the application, references, and other employment-related information become property of the local school system and are classified as confidential information.

I understand that in compliance with the Immigration Reform and Control Act of 1986, the Board of Education will employ only United States citizens and aliens lawfully authorized to work in the United States. Upon employment, acceptable authorization and identification documents may be required. I understand that any offer of employment is conditional upon the receipt by the Board of Education of an acceptable criminal history check pursuant to authorization above.

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, public schools in North Carolina do not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, programs, activities, admissions or employment.

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**DATE**

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**SIGNATURE**