



LETTER TO APPLICANTS

Alamance-Burlington School System
Burlington, North Carolina



Dear Applicant:

Thank you for your interest in the Alamance-Burlington School System (ABSS) Superintendent position. In order to be considered for the position, you must submit an application online via the [NCSBA Applitrack](#) webpage by 11:59 p.m. on **May 27, 2024**. Applitrack will send confirmation emails to you and NCSBA after your application is submitted electronically.

As part of your online application, please also upload and attach the following documents in Applitrack:

- Resume (**required; please do not say “see resume” on your application**)
- Cover letter (optional)
- College or graduate school transcripts (unofficial transcripts will be accepted)
- Any applicable professional licenses or certificates

PLEASE NOTE:

- *If you are applying to multiple vacancies and want to include a different document for each vacancy, such as a cover letter, you should include the school system in the file name of your document. This helps us ensure the correct documents are included with the appropriate application.*
- *If you previously applied to other vacancies through NCSBA that have been filled, it is vital that you delete any old documents saved with your application to ensure those documents are not inadvertently attached to your application when applying to open vacancies.*

The application contains some self-explanatory authorizations and releases, which must be signed electronically. In addition, you may want to print or save a copy of your completed application, as you will not be able to access or alter the application after the deadline.

All submitted applications and application materials will be sent to the ABSS Board of Education for review shortly after the application deadline, and the board will then choose candidates to interview. *NCSBA will contact you regarding the status of your application as appropriate throughout the process.* The board hopes to make a final decision by August 2024.

All information related to your application and interest in the position will be kept confidential. By law, your application information may not be publicly released without your consent and will, therefore, only be shared among the NCSBA superintendent search team, the board of education, and the board attorney. As noted on the application, we may need to contact references and conduct background checks on the finalists. If you are selected as a finalist and the board requests this information, NCSBA will contact you with the necessary notice, authorization, and release forms.

We look forward to receiving your completed application. If you have any questions, please contact Sam Thorp, NCSBA Assistant Legal Counsel for Superintendent Searches, at sthorp@ncsba.org or (919) 747-6706. **Please do not contact, or ask anyone you know to contact, the individual board members about your interest in this position.** All inquiries should go through NCSBA in order to ensure confidentiality and the integrity of the search process.