An invitation to apply for the position of

SUPERINTENDENT OF SCHOOLS

Cortland Enlarged City School District

www.cortlandschools.org
About the District

Cortland Enlarged City School District serves the City of Cortland, the Town of Virgil and parts of Cortlandville. In the fall of 2019, the District was reorganized into five schools. The District provides a solid educational foundation as well as a broad array of opportunities in the arts, athletics, business and other areas.

Our High School is proud to partner with the Tompkins-Cortland Community College CollegeNow program and offers students the opportunity to take college courses in high school and to graduate high school with an Associate’s degree. The high school is among the first high schools in the nation to implement the Positivity Project at the secondary level.

The music and art departments feature a robust offering of classes including one of the few Modern Band programs in New York State. The band at the secondary level participates in the “Harmony Bridge” program, which brings music to community members. Each of the elementary schools celebrate their students’ creativity and display their artwork publicly.

The Purple Tigers Athletic program features over twenty sports programs at the varsity level. Cortland is proud of our scholar athletes as our athletic program has been designated a School of Excellence with over 75 percent of our varsity teams earning scholar-athlete status.

Mission Statement

The Cortland Enlarged City School District values all community members as partners in creating a positive learning environment for all students. This environment prepares all students to reach their fullest potential in becoming life-long learners, and successful, contributing members of the society in which they live.
About the Community

The Cortland Enlarged City School districts serves nearly 50,000 residents. The City of Cortland, settled in 1791, was incorporated in 1900 as the 41st city in the State of New York. Cortland is known as the “Crown City” because of its location on a plain formed by the convergence of seven valleys. Cortland County is noted for the production of CNC milling machines, medical instruments and components, textiles, electrical components, plastic consumer goods, components for NASA and a variety of other goods and services. International exporting is an integral part of many of the corporations in the area. Agri-business flourishes and continued growth in the service and light industry sectors is contributing to the growing strength of the Central New York region.

Cortland’s proximity to Route 81, a diverse workforce and the growth of technological research and other resources from nearby universities and colleges contribute to the economic strength and potential of the region. The State University College at Cortland and local Community Colleges contribute to the opportunities available to our residents. Cornell University, Syracuse University, SUNY Binghamton and Ithaca College are all within an easy 35 minute drive of the City of Cortland.
Ideal Candidate

The Board of Education of Cortland Enlarged City School District is seeking an inspirational leader who is energetic, visible, approachable, and open minded when engaging faculty, staff, students, parents, families and community members. The successful candidate will have proven success in leadership where trust is engendered in others while a high standard of accountability for professional behavior and performance is communicated and demonstrated.

The next superintendent has the opportunity to build on the growth in graduation rates, pathways for students and long term curriculum and instruction planning alongside a veteran cabinet. Employee retention, continuous improvement of academic performance and ongoing fiscal challenges all represent opportunities for a new superintendent to demonstrate leadership.

Recruitment Timeline

Last date to submit applications ............................................................. February 28, 2020
New superintendent assumes office .................................................... July 1, 2020
Financial Data

- Budget: 49,576,887
- State Aid: 29,702,387
- Property tax levy: 17,559,679
- True tax rate (per thousand assessed): 17.079229

Board of Education

Janet S. Griffin, President
Judith E. Murphy, Vice President
Donald Chu
Christine A. Gregory
Christopher A. Kuretich
David K. Lemon
Eugene P. Waldbaue

Terms of Employment

The Board of Education is planning to offer a regionally competitive salary and benefits package contingent upon the qualifications and experience as an educational leader. Qualified candidates should hold or be eligible for New York State Certification.
Application Process

Qualified and interested candidates should submit the following information by the close of the work day on February 28, 2020:

• Letter of interest
• Current resume
• Completed application, including essay
• Five letters of reference
• Academic transcripts
• Evidence of administrative certification

All inquiries and application materials should be directed to:

Dr. Jeffrey A. Matteson  
District Superintendent Tompkins-Seneca-Tioga BOCES  
555 Warren Rd  
Ithaca, NY 14850  
607-257-1551  
jmatteson@tstboces.org
Essay Question

Please compose an essay response to the following question on a separate sheet of paper and enclose with your application:

What are the motivating factors for your aspiration to join the Cortland Enlarged City School District Governing Team?
CORTLAND 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___________________________ 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.)
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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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**

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**REFERENCES**

*Please provide four references who are familiar with your recent work achievements.*

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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 TST BOCES acting on behalf of Cortland Enlarged 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 TST BOCES 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 __________________________