

**Job Title:** Superintendent of Elba City Schools

**Job Description:** The Superintendent serves as the chief executive officer of the Elba City Board of Education. The Superintendent's duties include those prescribed for superintendents under the Alabama Code (§ 16-12-1, *et seq.*) and corresponding requirements and regulations established by the Alabama State Board of Education and the Elba City Board of Education. The Superintendent is responsible for implementation of Board policies and its approved goals and objectives. The Superintendent oversees and directs the effective operation of the District, including the general administration of all instructional, business, and other functions. The Superintendent advises and makes recommendations to the Board of Education respecting such activities, including policies and procedures deemed appropriate to the attainment of District goals and legal compliance. The Superintendent provides effective leadership for the School District and maintains clear and consistent lines of communication with the Board, Central Office, and school leadership teams, all District employees, parents, students, media, and other stakeholders.

**Required  
Qualifications:**

- General fitness and character appropriate to the position;
- Degree from a recognized four-year college or university;
- Certification or eligibility for certification in administration and recognized ability as a school administrator;
- A minimum of five years successful experience in and general knowledge of public school administration;
- Such other minimum qualifications as may be established by statute or the State Board of Education;
- The applicant is expected to begin employment on or after November 1, 2024;
- The successful candidate will be preferred to reside in the Elba, Alabama, area. The Superintendent's school-age children are preferred, but not required, to attend Elba City Schools unless there is extenuating circumstances. These issues remain subject to negotiation by the Board with the candidate.
- Have prior years administrative experience, preferably a broad range of elementary and secondary experience;

- Demonstrate ability in group dynamics and in working with people who have varying backgrounds and interests;
- Possess ability to view all aspects of issues and deal fairly when views differ from his/her own;
- Demonstrate knowledge of school finance;
- Demonstrate knowledge of educational research and methods of research;
- Posses ability to delegate;
- Hold an Alabama certificate in administration and supervision;
- Posses good character, high moral standing and integrity;
- Posses any other qualifications that the Board deems necessary and proper;
- Have three (3) years of successful educational experience as a teacher, principal, supervisor or superintendent during the five (5) years immediately preceding his/her selection;

**Desired Traits:**

**Salary Range:**

The minimum salary for the position is \$110,000.00 up tp \$125,000.00 plus benefits, but is negotiable based on the successful candidate's experience and proven track record of success.

**Application  
Information:**

The applicant is requested to print, sign, and submit an application on the approved form attached herewith with a cover letter, resume, and at least three (3) professional references by email to

Hon. L. Merrill Shirley, Esq.  
Attorney at Law  
**SHIRLEY LAW FIRM**  
Post Office Box 408  
Elba, Alabama 36323  
[merrill@shirleylawoffice.com](mailto:merrill@shirleylawoffice.com)

In addition, a verified transcript from the institution that granted the applicant's highest degree must be requested by the applicant and sent directly by regular mail.

**For additional information, please contact The Shirley Law Firm at 431 North Court Street, Elba Alabama 36323 phone: 334-897-5775 or email: merrill@shirleylawoffice.com .**

**DEADLINE FOR APPLYING: ALL APPLICATIONS FOR THE POSITION MUST BE RECEIVED IN THE OFFICE OF HON. L. MERRILL SHIRLEY, ESQ., BY THE CLOSE OF BUSINESS 5:00 P.M., CENTRAL STANDARD TIME ON JULY 25, 2024.**



**JULY 25, 2024**  
**APPLICANTS ARE *STRONGLY***  
**URGED TO PERSONALLY**  
**VERIFY TIMELY SUBMISSION**  
**OF THEIR APPLICATION**  
**MATERIALS.**

**Posting of Notice:**

This Notice is made, published, and posted all in accordance with Title 16-12-1, Code of Alabama, 1975; Title 16-22-15, Code of Alabama, 1975. This Notice shall be posted at within the community and in a conspicuous place by the principal of each of the schools, in District work areas/sites, and at the Central Office of the Board of Education located at 131 Tiger Drive in the City of Elba, Alabama, at least thirty (30) calendar days before the position is to be filled. The Elba City Board of Education is an Equal Opportunity Employer.

**Timeline:**

The Board of Education has established an anticipated timeline for the search to fill the Superintendent position. The timeline is attached to this Notice and also may be found at [www.elbaed.com](http://www.elbaed.com).

**Background Check Required:**

A background investigation is required for consideration for this position. This investigation may include, but is not limited to, an analysis of public and private documents, contact with former employers, verification of employment, education and credentialing, information from background check providers,

contact with professional references, and other pertinent information. Your signature on the application is authorization for Elba City Schools, its legal counsel, and his/her agent, to conduct a background investigation as described above including a credit history report. Your signature on the application is your acknowledgment that information revealed from the back ground investigation may be used for determining eligibility and qualification for pre-employment consideration and for continued employment if hired. Any information gathered will be provided to applicant by Shirley Law Firm upon written request in accordance with the Fair Credit Reporting Act (FCRA).

**The Elba City Board of Education reserves the right to waive non-material defects or discrepancies in applications; to verify, clarify, or obtain additional information regarding applicants, including relevant background information; and to consider qualified candidates who have not participated in the formal application process described above.**

## ELBA CITY SCHOOLS

### SUPERINTENDENT SEARCH TIMELINE

06/24/2024	BOE approves Notice of upcoming Vacancy
06/24/2024	BOE approves Superintendent Search Timeline and process
06/24/2024	Notice is posted in public area
06/27/2024	Application packages received
06/24/2024	BOE research and stakeholder outreach  AASB, NSBA, SSA, PTA Council, Written Comments, BOE staff, Work Session with public comments
07/25/2024	Notice period closes
07/25/2024	Deadline for receipt of Applications
08/08/2024	(on or about) Field of applicants narrowed to finalists
08/15/224	(on or about) Board President - announce finalists
08/22/2024	Interviews
09/17/2024	BOE meeting to appoint Superintendent

**NOTE:** Must notify will end no more than three(3) years terms to be negotiated.