

NOTICE OF VACANCY IN THE POSITION OF SUPERINTENDENT OF EDUCATION

Job Title : Superintendent of Opelika City Schools

Job Description: The Superintendent serves as the chief executive officer of the Opelika 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 Opelika 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 school system, 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 school system goals and legal compliance.

**Required
Qualifications:**

- General fitness and character appropriate to the position;
- Degree from a recognized four-year college or university;
- Holds or is eligible to obtain an Alabama Superintendent's Certificate;
- 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.

Desired Traits: The Opelika City Board of Education is seeking a leader with strong interpersonal and leadership skills to manage the system effectively and efficiently. A doctorate is preferred, but not required. Experience as a superintendent is likewise preferred, but not required. Also, a recognized traditional degree is preferred over a virtual degree, but not required. Desired traits include:

- Strong organizational skills;
- Strong financial management skills and experience;
- Demonstrated ability to work with people who have varying backgrounds and interests;
- Ability to delegate effectively;
- Good character, high moral standing, and personal integrity;
- Ability to communicate effectively with stakeholders and the media;
- Commitment to long range planning;

- Analytical and problem-solving expertise and skill at making data driven decisions;
- Ability to evaluate personnel and programs effectively;
- Strong advocate for public education.

Salary Range

The salary range for the position is negotiable based on the successful candidate's experience and proven track record of success.

Application Information

To be considered for this position, submit your completed signed application, a cover letter, resume and an official transcript to:

Opelika City Schools Superintendent Search
Capell and Howard, P.C.
c/o Bob Meadows
Post Office Box 1857
Opelika, AL 36803

If by email, to: Bob.Meadows@chlaw.com

Applications must be submitted using the official application form, which is available for download on the Opelika City Board of Education webpage:

https://www.opelikaschools.org/news/what_s_new/o_c_s_superintendent_application_information

The official transcript must be sent directly to the above address or by email from the educational institution that granted the highest degree.

For additional information, please contact Bob Meadows at (334)241-8011.

DEADLINE FOR APPLYING: ALL COMPLETE APPLICATIONS FOR THE POSITION MUST BE POSTMARKED BY REGULAR MAIL OR RECEIVED BY ELECTRONIC MAIL NO LATER THAN March 15, 2022.

Applicants are solely responsible for ensuring that all materials are received in a timely manner and are strongly urged to personally verify timely submission of those materials

The Opelika City Board of Education reserves the right to waive nonmaterial defects or discrepancies in applications, to verify, clarify, or obtain supplementation regarding information supplied by applicants, and to conduct an appropriate background investigation of the applicant. The Board also reserves the right to consider qualified candidates who have not participated in the formal application process described above.