



**DATE:** October 25, 2023

**Position:** Superintendent of Schools

Dear Applicant,

Thank you for your interest in the position of superintendent. Please follow the process outlined below for applying for the position. **Check the items listed that you have included in your packet.**

Be sure to include in your packet all printed materials identified in the Penn Cambria School District Application Process:

- |   |  |
|---|--|
| <input type="checkbox"/> Letter of Interest/Statement of Educational Philosophy | <input type="checkbox"/> PA Superintendent Letter of Eligibility   |
| <input type="checkbox"/> Completed Application                                  | <input type="checkbox"/> Transcripts Undergraduate and Graduate  |
| <input type="checkbox"/> Resume   | <input type="checkbox"/> Three (3) current letters of Reference  |
|   | <input type="checkbox"/> All Required Clearances /Background Checks including but not limited to Pennsylvania State Police Background Check (Act 34), Child Abuse Clearance (Act 151), and FBI – Federal Criminal History Background Check (Act 114) |

Please note that your **completed application must be mailed to the District** along with the other required documentation and be received by the close of business, **on December 1, 2023** at the following address: ***(No e-mail or electronic applications will be accepted)***

Dr. Emery D'Arcangelo, Superintendent Search Consultant  
Penn Cambria School District  
201 6<sup>th</sup> Street  
Cresson, PA 16630

Please direct any questions you may have about the application process or the position to:

Dr. Emery D'Arcangelo: emerydarc@gmail.com/ Telephone: (814) 442-6320

Sincerely,

*Dr. Emery D'Arcangelo*



**PENN CAMBRIA SCHOOL DISTRICT APPLICATION**

**POSITION: SUPERINTENDENT OF SCHOOLS**

**Date:**

**>>Directory Information:**

Name:

PPID#

Address:

E-Mail:

Cell Phone:

Home Telephone:

Work Telephone:

Salary Requirements:

(Do not write 'negotiable' list your salary requirements)

**>>Certification:**

**I hold a current Pennsylvania Superintendent Letter of Eligibility:** Choose an item.

Areas of Certification	Issuing State	Date Issued



Education:	School	Major/Minor	Degree
High School			
Undergraduate			
Graduate			
Graduate			

>>References: List three (3) references, Additional references may be requested:

Name	Contact Information	Relationship to Reference

>>Administrative and/or Supervisory Experience:

District/School	Position	Dates of Employment	Supervisor	Reason for Leaving



> Teaching Experience:

District/School	Position Held	Dates of Employment	Supervisor	Reason for Leaving

>>Other Employment:

Name	Type of Employment	Dates of Employment	Supervisor	Reason for Leaving

>>Memberships – Honors – Publications:

<b>Professional Organization Memberships</b>	
<b>Professional Honors Received:</b>	
<b><u>Publications</u> – List Book and/or Articles you have published (Where published):</b>	



**>>Specific areas of Professional Experiences:**

The self-assessment of your strengths in those areas, assess strengths on a scale of 1 to 10 – (Ten representing a wealth of experience)

Areas of Experience	Years of Experience	Self-Assessment (1 to 10)
1. Working with School Board President/Board – Building/maintaining productive Board relationships:		
2. Being a Team Player/Collaborative:		
3. Ability to listen/Hearing others out:		
4. Creating a Shared Vision/Providing Inspired leadership		
5. School Finance/Budget:		
6. Building Maintenance / Construction:		
7. Contract Negotiations:		
8. Comprehensive Planning:		
9. Student Achievement: Meeting National/State Standards		
10. Curriculum Development:		
11. Staff Development/Recruit/Train/Evaluation Staff:		
12. Addressing Personnel Issues:		
13. Technology Skills:		
14. Working with special needs Students:		



15. Extra-Curricular/Athletics Activities		
16. Parent/PTA/PTO Community/Public Relations:		
17. Public Relations:		

**WRITTEN RESPONSE**

>>Explain the reason(s) you have applied to be the next Superintendent of the Penn Cambria School District:

>>Explain what makes you the best candidate to become the next Superintendent of the Penn Cambria School District:

>>Describe your experience in working in a school district the size and make-up of the Penn Cambria School District:



**GENERAL BACKGROUND INFORMATION**

You must provide answers to all questions. If you answer ‘Yes’ to any questions, you must list all offenses. For each conviction, provide a date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified by criminal history reports and employment history reviews.

Criminal offense includes felonies, misdemeanors, summary offenses, and convictions resulting from a plea of ‘nolo contendere’ (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice, or a magistrate which results in a fine, sentence, or probation.

You may omit the following: minor traffic violations, offenses committed before your 18<sup>th</sup> birthday which were adjudicated in juvenile court or under a Youth Offender Law and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal Offense?	
Are you currently under charges for a criminal offense?	
Have you ever forfeited bond or collateral in connection with a criminal offense?	
Within the last ten years, have you been fired from a job for any reason?	
Within the last ten years, have you quit a job after being notified that you would be fired?	



Have you ever been professionally disciplined in any state? (Professionally disciplined means the annulment, revocation, or suspension of your teaching, administrative, superintendent certificate, or having received a letter of reprimand from an agency, board, or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.)	
Are you the subject of any visa or immigration status which would prevent lawful employment in the Commonwealth of Pennsylvania?	

**Applicant's Acknowledgment and Agreement**

The Candidate authorizes the school district to conduct an investigation of candidate pursuant to The School Code to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge.

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. ( ) 4904 relating to unsworn falsification to authorities.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Equal Opportunity Employer**

Penn Cambria School District is an Equal Opportunity Employer. Penn Cambria School District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability. Penn Cambria School District has a policy of active recruitment of qualified minority employees. Any individual needing assistance in making an application for any opening should contact the Superintendent Search Consultant.





## STATEMENT OF UNDERSTANDING AND AGREEMENT

### Please read the following information carefully before signing:

My signature below indicates that I read, understand, and agree to the following:

- 1 I hereby certify that the information I have provided in this employment application is true and complete to the best of my knowledge. I understand that if I am hired, the discovery of any false information provided, or any relevant information omitted (no matter when discovered) shall result in the immediate termination of my employment.
- 2 I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references, and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.
- 3 In exchange for the BBSD agreement to receive, process and consider my application for employment, I hereby release the BBSD and any and all persons assisting or organizing the search process for the district or organizations contacted by the BBSD from any and all claims or causes of action arising out of BBSD's verification of the information I have provided in this application and/or its determination of my qualifications and abilities. I also understand that I have a duty to make complete and thorough inquiries as to the conditions in the BBSD if I wish to be employed there as the superintendent of schools.
- 4 I understand that, if an offer of employment is made to me, it will be contingent upon my completion of an employment entrance physical examination to the satisfaction of the BBSD, I hereby consent to undergo a physical examination which may include any and all tests and procedures determined by BBSD to be helpful in evaluating my suitability for employment.
- 5 I understand that, if an offer of employment is made, I must be able to obtain and pass all required background checks and clearances, including, but not limited to state criminal history clearance, child abuse certification, federal criminal history clearance, and an employment history review.
- 6 I understand that employment with BBSD will be based on a term contract and will continue only as long as the employee and BBSD both wish to continue.
- 7 I agree to provide verbal and written answers to several job-related questions at the time of the interview(s).

I understand that statements herein are made subject to the penalties of 18 Pa. C.S. ( ) 4904 relating to unsworn falsification to authorities.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CERTIFICATION**

I have inquired and provided documentation to the Pennsylvania Department of Education and informed the Department of the institutions of higher learning that I have graduated from and/or attended for certification purposes for employment in the Commonwealth of Pennsylvania as a superintendent of schools. The department has informed me that these institutions are recognized as accredited by the Pennsylvania Department of Education and that I am eligible for a Pennsylvania Superintendent Letter of Eligibility.

If you have an earned doctorate, you must certify that degree is from an accredited institution of higher learning recognized by the Pennsylvania Department of Education.

I understand that any false information that I have provided as to accredited institutions of higher learning that I have attended/graduated from and certifications that I have provided in connection with acquiring the Superintendent position in the Penn Cambria School District if not recognized by the Pennsylvania Department of Education will be grounds for my dismissal and the termination of my employment with the Penn Cambria School District.

My signature indicates that I have read, understand, and I have agreed to provide honest and truthful responses to the information requested in this entire application for employment as a superintendent of schools in the Penn Cambria School District.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_