



You have opened the application form for the

## **Superintendent**

of

## **PCM Community School District**

Prairie City, Iowa

In order to be considered for this position, you must submit the following:

- ✓ This application form (with questions answered)
- ✓ A letter of application
- ✓ A resume
- ✓ Credentials (transcripts, certification of teaching/supt. degree, letters of recommendation, etc.)

by

**June 6, 2008**

If our office has not received these materials by the date of closing, you will not be considered for this position. Application materials may be sent to:

McPherson & Jacobson, L.L.C.  
P.O. Box 7346  
Omaha, Nebraska 68107

or

Faxed to: (402) 991-7168

or

Emailed to: [mail@macnjake.com](mailto:mail@macnjake.com)



**The Board of Education has identified the following qualities for the superintendent of schools. Please respond to each of the qualities stressing your experience, strengths, and abilities in each area, limiting your responses to 500 words for each item.**

1. A leader who has proficient knowledge of school finance, state and federal regulations and mandates, special educational programs, and essential personnel regulations. Possesses the technical abilities to move knowledge and understanding to application.
2. A leader who maintains focus on what is best for kids in a safe and orderly environment. Has a demonstrated ability to increase student achievement.
3. A leader with excellent communication and public relation skills, which compliment the ability to resolve conflict and build strong relationships with the school board, school personnel and community.
4. An innovative educational leader receptive to new research-based ideas and a demonstrated willingness to lead and implement change. Has a record of success in promoting educational practices that maintain and improve learning effectiveness.
5. A collaborative team builder who empowers teachers and administrators. Possesses the skill of bringing out the best in students and staff by delegating responsibilities, granting autonomy and ultimately holding people accountable.

Do you have a Superintendent Endorsement for the state represented by the position listed on this Application Information Form? Yes \_\_\_\_ No \_\_\_\_

I certify that the information provided herein is true and complete to the best of my knowledge.

Applicant hereby waives his/her right to confidentiality with regard to his/her work record or criminal record and consents to and authorizes the release of information from former employers and/or law enforcement personnel upon inquiry under this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This application must be COMPLETED and RETURNED by: JUNE 6, 2008

**McPherson & Jacobson, L.L.C.**  
**Executive Recruitment and Development**  
**P.O. Box 7346**  
**Omaha, Nebraska 68107**  
**Phone: (402) 991-7031**  
**E-mail: [mail@macnjake.com](mailto:mail@macnjake.com)**  
**Fax: (402) 991-7168**

AA/EEO Employer

**PCM COMMUNITY SCHOOL DISTRICT**

**REQUEST FOR CLOSED SESSION FOR REVIEW OF  
APPLICATION, MATERIALS, AND INTERVIEW**

As an applicant for the position of superintendent, I have submitted to the Board an employment application form and related materials. It is my understanding that my employment application form and related materials are protected from public disclosure by virtue of Iowa Code Section 22.7(18) and the ruling of the Iowa Supreme Court in the case of *City of Sioux City v. Greater Sioux City Press Club*, 421 N. W. 2d 895 (Iowa 1988). I have submitted my employment application to the Board with the express understanding that it will be kept confidential. Since it is my understanding that my employment application form and related materials are documents which are required or permitted by state law to be kept confidential, I hereby request that any discussion by the Board of my employment application form and related materials be held in closed session as provided by Iowa Code Section 21.5(1)(a).

I hereby request that the Board hold its discussion or conduct its evaluation of my professional competence for hiring as superintendent in closed session as provided by Iowa Code Section 21.5(1)(i).

Signature \_\_\_\_\_ Date \_\_\_\_\_