

## Application Requisites



***Landing a superintendent position demands focus, hard work and perseverance***

An application package that will result in an interview demands a clear understanding of the intent and a commitment to the thoughtful and detailed effort required.

The underlying purpose is twofold, clearly demonstrating that you possess the capacity to

do the job effectively and convincing the board that you are the right person to meet their unique needs.

Before you begin the application process, consider these essential points and keep them in mind as you move forward:

- ❖ Boards seek applicants with demonstrated success which is measured by the respect others feel for them and what they learn from the application package and the interview.
- ❖ Gaining serious consideration for a superintendent position involves making an intelligent, deliberate, and purposeful impression.
- ❖ Each application requires special preparation, including careful attention to the district's unique needs and requirements.
- ❖ An applicant must demonstrate the knowledge, expertise, and experience necessary for effectiveness in the position.
- ❖ Past success is considered the best indicator of future success, so it is vital to continue performing at the highest level in your current position.
- ❖ Most first-time candidates apply several times before being granted an interview.
- ❖ Maintaining confidentiality is preferable for districts and candidates, with a public announcement when the selection is final; however, no process can guarantee confidentiality, so it is essential to be prepared for public and professional reactions.
- ❖ Allowing performance to slide while searching for a superintendent position severely will damage responses to reference checks and diminish future opportunities.
- ❖ Overlaps in application processes and interview dates that conflict with work obligations are to be expected, and decisions should carefully weigh the value of the job opportunity against the importance of meeting your responsibilities.
- ❖ Deciding which superiors and colleagues in the workplace to inform prior to applying must involve thoughtful analysis with emphasis on professional courtesy and maintaining trust and confidence.