

Application

for the position of District Superintendent and Chief Executive Officer

———— of **Wayne-Finger Lakes** ————
Board of Cooperative Educational Services



WAYNE - FINGER LAKES
Board of Cooperative Educational Services

Component Districts

Bloomfield CSD
Canandaigua City SD
Clyde-Savannah CSD
Dundee CSD
Gananda CSD
Geneva City SD

Gorham-Middlesex CSD
(Marcus Whitman)
Honeoye CSD
Lyons CSD
Manchester-Shortsville
CSD (Red Jacket)

Marion CSD
Naples CSD
Newark CSD
North Rose-Wolcott CSD
Palmyra-Macedon CSD
Penn Yan CSD

Phelps-Clifton Springs
CSD (Midlakes)
Red Creek CSD
Romulus CSD
Seneca Falls CSD
Sodus CSD

Victor CSD
Waterloo CSD
Wayne CSD
Williamson CSD

District Superintendent Employment Application

Submit the following application materials to the Search Consultant below: letter of intent clearly stating your interest in the District Superintendency and specific qualifications for the position (SDA or SDL required), completed application form, current résumé, credential file, three confidential letters of reference and graduate transcripts (an unofficial copy is acceptable for initial review).

Residency in the supervisory district is preferred.

Personal Information

Name: _____
(Last) (First) (Middle)

Former Names: _____
(for purposes of verifying work & education records)

Mailing Address: _____

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____ Email Address: _____

Return To:

Mrs. Jo Anne L. Antonacci
District Superintendent
Monroe 2–Orleans BOCES
3599 Big Ridge Road
Spencerport, NY 14559

Inquiries:

Phone: 585-352-2411
Email: jantonac@monroe2boces.org

Closed Search

Note: Applicants are not to contact members of the Wayne-Finger Lakes BOCES Board, BOCES staff, or the State Education Department.

Application Filing Deadline:

July 10, 2023



It is Wayne-Finger Lakes BOCES' policy to provide for and promote equal opportunity in education and employment. Wayne-Finger Lakes BOCES does not discriminate, in its programs and activities, against: (i) any student or any candidate for admission (or parent of any such student or candidate); (ii) any employee or applicant for employment; or (iii) any third party, on the basis of actual or perceived race, color, national origin, sex, disability, or age; and, it provides equal access to its facilities to the Boy Scouts and other designated youth groups. Further, Wayne-Finger Lakes BOCES does not discriminate on the basis of religion or creed, religious practice, ethnic group, weight, sexual orientation, gender, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws, or unless based upon a bona fide occupational qualification or other exception. Inquiries regarding Wayne-Finger Lakes BOCES' non-discrimination policies and grievance procedures or Title IX should be directed to:

Quinn M. Smith, Director of Human Resources
Administrative Offices, Regional Support Center
131 Drumlin Court, Eisenhower Building
Newark, NY 14513-1863
Telephone: (315) 332-7282
Email: quinn.smith@wflboces.org



U.S. Department of Education
New York Office
Office for Civil Rights
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: (646) 428-3800
Email: OCR.NewYork@ed.gov

District Superintendent Employment Application

Education

Name and Location of School

High School

	Degree Earned	Sem. Hrs.	Major/ Minor	Grade Pt.Avg.
College (Undergraduate)				
College (Undergraduate)				
College (Graduate)				
Vocational / Technical / Trade				

It is the applicant's responsibility to have official college transcripts, credential file, and copy of certification(s) forwarded to the Search Consultant.

CERTIFICATION / TITLE	STATE	DATE ISSUED	EXPIRATION DATE

Tenure Status

Were you ever appointed to tenure in a public school district in New York State? ☐ Yes ☐ No

If yes, complete:

Tenure area: _____

Date tenure granted: _____

Name & address of school district where tenure was granted: _____

District Superintendent Employment Application

Current Employment

Employer	Telephone	Date Employment Began	Salary
Address			
Job Title		Summarize the nature of the work performed and job responsibilities	
Immediate Supervisor, Title & Telephone			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
School District Enrollment? Annual Budget? Total # of Employees?			

Previous Employment

Employer	Telephone	Dates Employed From To		Salary
Address				
Job Title		Summarize the nature of the work performed and job responsibilities		
Immediate Supervisor, Title & Telephone				
Reason for Leaving				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
School District Enrollment? Annual Budget? Total # of Employees?				

Employer	Telephone	Dates Employed From To		Salary
Address				
Job Title		Summarize the nature of the work performed and job responsibilities		
Immediate Supervisor, Title & Telephone				
Reason for Leaving				
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
School District Enrollment? Annual Budget? Total # of Employees?				

District Superintendent Employment Application

Previous Employment (cont.)

Employer	Telephone	Dates Employed From To	Salary
Address			
Job Title		Summarize the nature of the work performed and job responsibilities	
Immediate Supervisor, Title & Telephone			
Reason for Leaving			
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
School District Enrollment?	Annual Budget?		

Military Experience

Branch of Service: _____ Rank/Specialty: _____

Dates of Service: From _____ To _____

Did you have anything other than an honorable discharge? ☐ Yes ☐ No

If you answered yes, you will not necessarily be disqualified as an applicant for employment. Please explain below:



District Superintendent Employment Application

Additional Information

Have you ever been convicted of a crime (misdemeanor and/or felony)? ☐ Yes ☐ No

Are any criminal charges or proceedings pending against you? ☐ Yes ☐ No

Have you ever been dismissed from a position or resigned to avoid dismissal? ☐ Yes ☐ No

Have you ever resigned from a position to avoid the effects of a denial of tenure? ☐ Yes ☐ No

Have you ever resigned as an alternative to facing any type of charges or dismissal? ☐ Yes ☐ No

Have you ever been found guilty of charges pursuant to New York State Education Law 3020-a? ☐ Yes ☐ No

Have you ever been the subject of a Part 83 notification to the New York State Education Department? ☐ Yes ☐ No

Have you ever had a teaching/administrative certificate revoked or suspended? ☐ Yes ☐ No

If you answered yes to any of the above questions, you will not necessarily be disqualified as an applicant for employment. Please explain below:

Are you able to perform the essential functions of this position with or without reasonable accommodations? ☐ Yes ☐ No

Are you legally eligible for employment in this country? ☐ Yes ☐ No

If employed, you will be asked to produce two original forms of identification.



District Superintendent Employment Application

References

Please provide contact information for at least three people. These references should be people qualified to give information describing your abilities for the position of District Superintendent of Wayne-Finger Lakes BOCES.

Name _____

Address _____

Title _____

Telephone _____ Dates known _____

Name _____

Address _____

Title _____

Telephone _____ Dates known _____

Name _____

Address _____

Title _____

Telephone _____ Dates known _____

Name _____

Address _____

Title _____

Telephone _____ Dates known _____

Name _____

Address _____

Title _____

Telephone _____ Dates known _____

District Superintendent Employment Application

Waiver and Release for Applicant Background Check

By signing below, I, _____, hereby authorize the Monroe 2–Orleans Board of Cooperative Educational Services (hereafter known as “the BOCES”) acting on behalf of the Wayne-Finger Lakes BOCES (hereafter known as “the District”) to verify and investigate all statements I have made on the employment application, related papers and in interviews. I authorize the BOCES to contact all employers and personal references listed on my employment application. In addition, I authorize all individuals, schools and employers mentioned on my employment application to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals, schools and employers from any and all legal liability or damage for disclosing any information about me. In addition, I understand that if this form is not signed and submitted with the appropriate completed application form, I will not be considered for employment by the District.

Signature

Date

Applicant's Statement

I certify that all statements herein are true, accurate and complete, and I understand that any false, misleading or willful omissions shall be just cause for dismissal or refusal of employment.

I understand that Monroe 2–Orleans Board of Cooperative Educational Services (hereafter known as “the BOCES”) acting on behalf of the Wayne-Finger Lakes BOCES (hereafter known as “the District”) will thoroughly investigate my work and personal history and verify all data given on this application, related papers and in interviews.

I authorize all individuals, schools and employers mentioned therein to provide any information requested about me, and I release them from any and all legal liability or damage for disclosing information about me.

I understand that I am not guaranteed employment by merely completing this application and even if I am hired by the District, this document is not to be considered a contract for employment.

If I am chosen for employment by the District, I agree to conform to its rules and regulations as set forth in the Employee Handbook and/or policies, and I acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the District at any time at the District's sole discretion without prior notice to me.

Pursuant to the School Finger Printing Law (2000 New York Laws, Chapter 180), I understand that I will not be eligible for employment by the District if the New York State Education Department does not clear me for employment after my fingerprints are reviewed by the Division of Criminal Justice Services.

If requested by the District in connection with this application and if given a bona fide offer of employment, I agree to take a medical examination in accordance with District policies. I agree that the examining authority may disclose the findings of these examinations to the District and that my initial employment is conditioned upon meeting the requirements of that examination as established by the District.

This employment application will be valid for one (1) year from the date it is received.

Signature

Date