

SCHOOL ADMINISTRATIVE UNIT NO. 83

Fremont School District
432 Main Street
Fremont, NH 03044

Ellen Halliday
Superintendent



Nathan Castle
Business Administrator

Carla Smith
Technology Director

Robert Qua
Special Services Administrator

Job Title: Superintendent of Schools (full time)

Application Deadline: Friday, February 9, 2024 or until filled

Posted Date: January 12, 2024

Starting Date: July 1, 2024

Job Description: The Fremont School Board is seeking a highly qualified Superintendent of Schools to serve the Fremont School District (SAU 83). The District seeks to hire a collaborative leader to continue the mission of partnering with the parents and community to “ensure that students achieve their full potential through educational excellence in teaching.” The successful candidate must have proven excellent written and verbal communication skills and the ability to communicate with the School Board, Municipal Budget Committee and members of the Community. Superintendent candidates must be certified or certifiable in NH.

Salary: Commensurate with experience and qualifications.

The Town of Fremont has a population of approximately 4,750 and is located in southern Rockingham County, in southeastern New Hampshire. The Town uses the SB2 form of Town Meeting, holding election of all officers and voting on all Town and School balloting matters on the second Tuesday of March annually.

Fremont School District has one Elementary School. Ellis School has 365 students (preK-grade 8). The District currently has a tuition agreement with Sanborn High School for grades 9-12; HS enrollment is currently 158 students. The School Board consists of 5 members; they are elected for three years on a staggered basis.

Completed packages must include: application, cover letter, resume, transcripts, copy of certifications, and three letters of recommendation. Also, please answer the following questions and include your responses in your application packet. Applications may be emailed to ncastle@sau83.org or mailed to:

Fremont School District
432 Main Street
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Attn: Nathan Castle

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EMPLOYMENT APPLICATION

POSITION(S) DESIRED: _____

NAME: _____
Last First Middle Social Security Number

ADDRESS: _____
Street City State Zip Code

TELEPHONE: (____) _____ E-MAIL ADDRESS: _____

Date Available for employment:

CERTIFICATION

(List all areas in which you hold a Valid NH and/or out-of-state certification. Note: Applicants holding certification from another state must obtain a NH Certificate)

AREA OF CERTIFICATION	ISSUING STATE	DATE ISSUED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please Attach Copies of All Certificates

EDUCATIONAL BACKGROUND (Attach additional pages if necessary)

	School / Institution & Location	Major/ Minor	Diplomas / Degrees	GPA
High School	_____	_____	_____	_____
College / University	_____	_____	_____	_____
College / University	_____	_____	_____	_____
College / University	_____	_____	_____	_____
College / University	_____	_____	_____	_____

Please attach copies of all college / university transcripts. Originals may be required if hired.

Are you presently under contract in another school district? YES _____ NO _____

FULL TIME WORK

Are you currently able to work full time? YES _____ NO _____

If No, please explain the hours you are able to work? _____

EXPERIENCE (Present or most recent first; attach additional pages if necessary)

Dates Employed:	From: _____ To: _____
Employer Name:	_____
Address:	_____
Telephone:	_____
Your Title:	_____ Rate of Pay/Salary: _____
Reason for Leaving:	_____
Work Performed:	_____
Name and Title of Supervisor:	_____
Can we contact your supervisor:	YES _____ NO _____

Dates Employed:	From: _____ To: _____
Employer Name:	_____
Address:	_____
Telephone:	_____
Your Title:	_____ Rate of Pay/Salary: _____
Reason for Leaving:	_____
Work Performed:	_____

Name and Title of Supervisor: _____
Can we contact your supervisor: YES _____ NO _____

Dates Employed: From: _____ To: _____
Employer Name: _____
Address: _____
Telephone: _____

Your Title: _____ Rate of Pay/Salary: _____
Reason for Leaving: _____
Work Performed: _____
Name and Title of Supervisor: _____
Can we contact your supervisor: YES _____ NO _____

Please list activities that you are qualified to supervise or coach:

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. Military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills, or professional development activities.

BACKGROUND AND CRIMINAL HISTORY CHECK

Each applicant for employment must submit their fingerprints for processing with local, state and federal law enforcement agencies to research the applicant's background. Any offer of employment that the School District extends to an applicant is conditional upon the successful processing of his or her fingerprints and the receipt of criminal history and background check results that are acceptable to the School District.

REFERENCES (Attach additional pages if necessary)

References should include people who have first-hand knowledge of your professional competence and personal qualifications.

	Name & Position	Employer	Address	E-mail / Telephone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer “Yes” to any questions, you must list **all** offenses, and for each conviction, provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a crime is **not** a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Professional disciplined means the annulment, revocation or suspension of your teacher certification, or the receipt of a letter of reprimand from an agency, board, or commission of state government, such as the New Hampshire Department of Education.

Crime includes all felonies and misdemeanors.

Conviction includes adjudications of guilt, pleas of guilty, pleas of “no contender” (no contest), and determinations before courts, juries, judges or magistrates which resulted in fines, incarceration, or other sentences or probation.

You may omit **minor** traffic violations, and offenses committed before your 18th birthday which were adjudicated in juvenile court under a delinquency law.

- Have you ever been arrested for or convicted of a crime that has not been annulled by a court? Yes_____ No_____
- Have you ever been fired, dismissed or non-renewed from any job for any reason? Yes_____ No_____
- Have you quit a job after being notified that you would be fired, dismissed or non-renewed, or after being notified that you would be recommended for firing, dismissal, or non-renewal? Yes_____ No_____
- Have you ever left a position under an individual contract prior to the end of the term of that contract? Yes_____ No_____

- Have you ever been professionally disciplined in any state?
Yes_____ No_____
- Are you subject to any visa or immigration status, which would prevent lawful employment? Yes_____ No_____

Note: If you answered “Yes” to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet and include your social security number.

CERTIFICATION AND RELEASE AUTHORIZATION

I certify that all the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any misrepresentation or omission of information shall be sufficient cause for rejecting my application, withdrawing of any offer of employment, or terminating my employment.

I hereby authorize any and all of my previous employers and supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of School Administrative Unit #83 (SAU #83) may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to SAU #83. I further authorize SAU #83 officials to investigate my background, now or in the future, to verify the information provided, and I release from liability all persons and/or entities supplying information regarding my background.

Signature

Date

School Administrative Unit #83 does not discriminate in its educational programs, activities or employment practices based on age, sex, race, color, marital status, physical or mental disability, religion, national origin or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990 and New Hampshire RSA 354-A. Information relative to special accommodation and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting School Administrative Unit #83. If you need accommodations in completing this application, please contact School Administrative Unit #83.

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SUPERINTENDENT CANDIDATE EMPLOYMENT APPLICATION QUESTIONS

Please answer the following two questions in 500 characters or less:

1. Probably nothing is more important to students, staff, and parents than the culture of the school. What are attributes of school culture that are important to you? How would you as the leader establish or maintain the school culture for faculty, staff, and students?
2. What in your educational background and career experience prepares you to serve Fremont School District as its educational leader?