

Riverdale School District Administrator Application for Employment

Description of the Riverdale School District

The Riverdale School District is located along the scenic Wisconsin River Valley and includes the communities and surrounding areas of: the Village of Muscoda, Village of Avoca, and Village of Blue River. The school district has an enrollment of approximately 700 students in grades 4K-12, employs 55 teachers and 53 support staff. The District has 3.8 administrators. Our team also includes literacy, math, and technology coaches that support the staff and students. Our vision is simply to be the best small school district in Wisconsin and is driven by our mission to provide a quality education program for all students.

Application Process

Send a letter of intent stating your strengths and reasons for seeking this position, as well as the documents listed below:

A current resume/curriculum vitae

Three letters of recommendation

Original transcripts and credentials from college/university

A copy of (or evidence of eligibility for) a current Wisconsin District Administrators license

Please send to:

Carol Kratochwill, PO Box 66, Muscoda, WI 53573 or e-mail to ckratochwill@riverdale.k12.wi.us

Application materials are available on the district website www.riverdale.k12.wi.us

Applications are due November 5, 2018

District Administrator Job Description

TITLE: District Administrator (Superintendent)

START DATE: July 1, 2019

ROLE: The District Administrator is the chief executive officer of the School District. He/she shall act in accordance with the policies, rules, and regulations as established by the Board of Education and laws and administrative regulations of the State of Wisconsin. The administration of the school district shall be delegated to the District Administrator. He/she in turn will delegate duties and authority to ensure the implementation of policies for the best interest of the students in the school district.

REPORTS TO: Board of Education, who will evaluate the Administrator's performance annually.

SUPERVISES: The District Administrator has the responsibility for the district supervision of all administrative personnel and the maintaining of an effective supervisory preprogram for all district employees.

Job Requirements

We are looking for an innovative leader who is a champion for children. The skills required for this position include effective communication, ability to solve financial challenges and building positive relationships between school and community. Must possess a Superintendent License for the State of Wisconsin or show evidence of obtaining one. Experience preferred, but not required.



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Personal Information

Name: _____

Address: _____

Phone: _____

Certification

_____ I hold a valid School District Administrator's License issued by the Wisconsin's Department of Public Instruction (DPI). Submit a copy.

Employment Record

Are you presently under contract with another school district? _____

Why are you leaving this position? _____

Present Employment

Title of present position: _____

Employed by: _____

Business phone: _____

Type of District: (grade organization; urban/suburban/rural: number of schools);

No. of students: _____

No. of certified staff: _____

No. of classified staff: _____

Annual budget: _____

No. of staff you supervise: _____

Major responsibilities: _____

Employment dates: _____ to _____

Present base salary: _____

Present contractual relationship (length, possible release, etc.): _____



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Required Essay Questions

Please attach additional pages with your response to the following questions.

1. As the new superintendent, please describe your actions/plans/goals for your first 6 months on the job?
2. Explain a strategy you have employed to close a district-level achievement gap in one of the following areas: socioeconomic status, ethnicity, special education or gender. Please use specific data to describe the gap before your strategy was employed, and after your strategy was employed. The gap you chose may apply to any student group, grade-level, or subject area. Describe why you believe what you did, rather than something else, led to the change.
3. What are some ways you connect with your school community and develop trust?

