

# WILMINGTON CITY SCHOOL DISTRICT

## APPLICATION FOR THE POSITION OF DISTRICT SUPERINTENDENT

A complete application file consists of:

- This completed and signed application form
- A letter of interest
- A current resume
- Copy of Superintendent Certificate or evidence of eligibility
- Three completed Confidential Administrative Reference Forms

**EMAIL application and additional materials to:**

Subject Title: Superintendent Search  
shuber@soesc.org

## APPLICATION DEADLINE

**April 2, 2026**



**3. Teaching and Administrative Experience (in reverse chronological order)**

No. Years	Dates	Assignment	School District & Address
	From: _____ To: _____		

**4. Types of Certificates You Hold**

Types of Certificates You Hold	Effective Dates

**5. Current School Information**

Are you presently under contract to another district?       Yes /  No

If yes, when does your contract expire? \_\_\_\_\_

Name of District: \_\_\_\_\_ County: \_\_\_\_\_

Your Position: \_\_\_\_\_ Enrollment A.D.M. \_\_\_\_\_

Number of Certified Employees Supervised: \_\_\_\_\_

Number of Classified Employees Supervised: \_\_\_\_\_

Current Salary: \_\_\_\_\_ Salary Expected: \_\_\_\_\_

Current Fringe Benefits: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

**6. Military Experience**

Years from: \_\_\_\_\_ to: \_\_\_\_\_

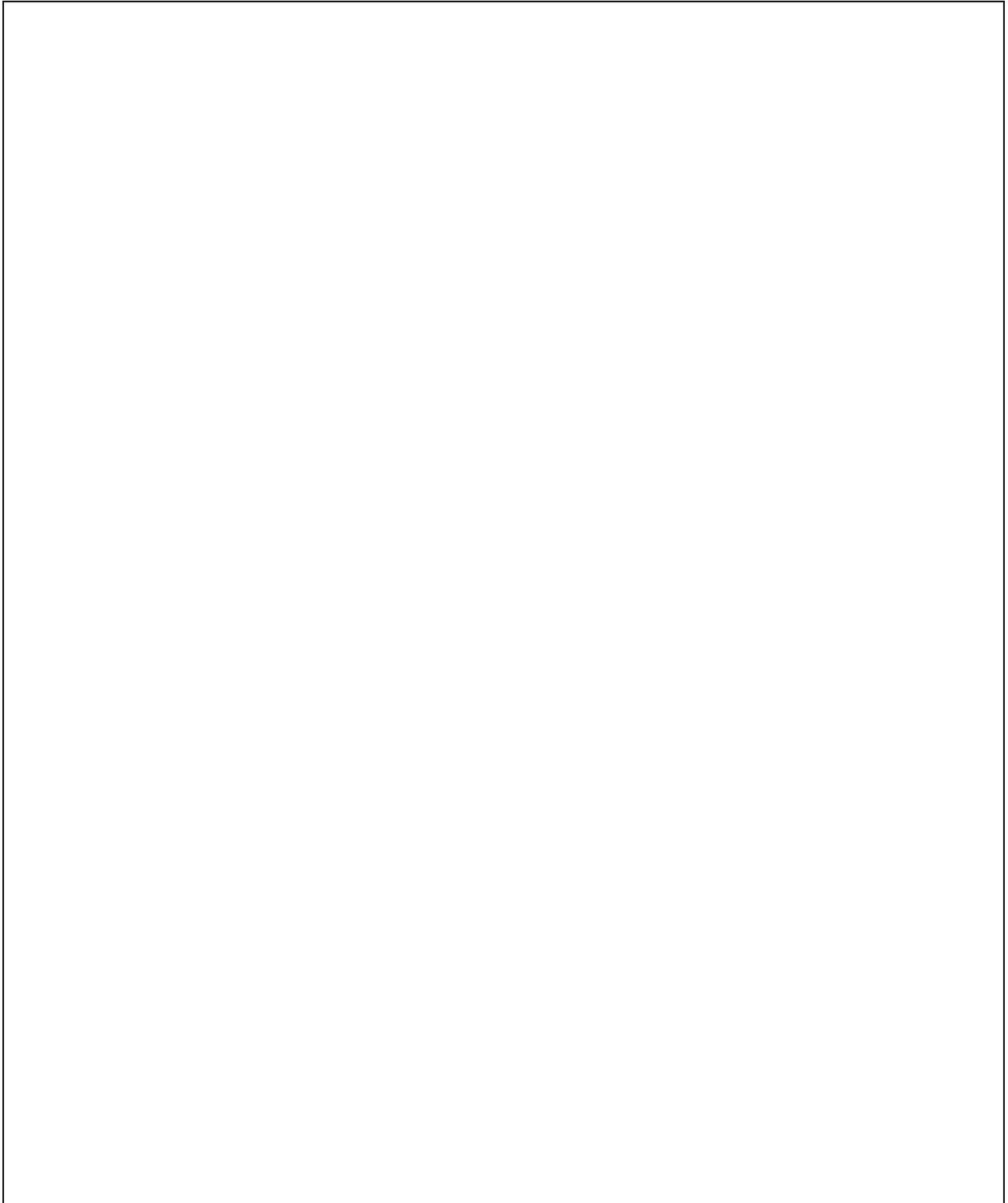
Branch of Service: \_\_\_\_\_

**7. List professional organizations to which you belong.**

**8. List civic and community groups to which you belong and in which you are a participant.**

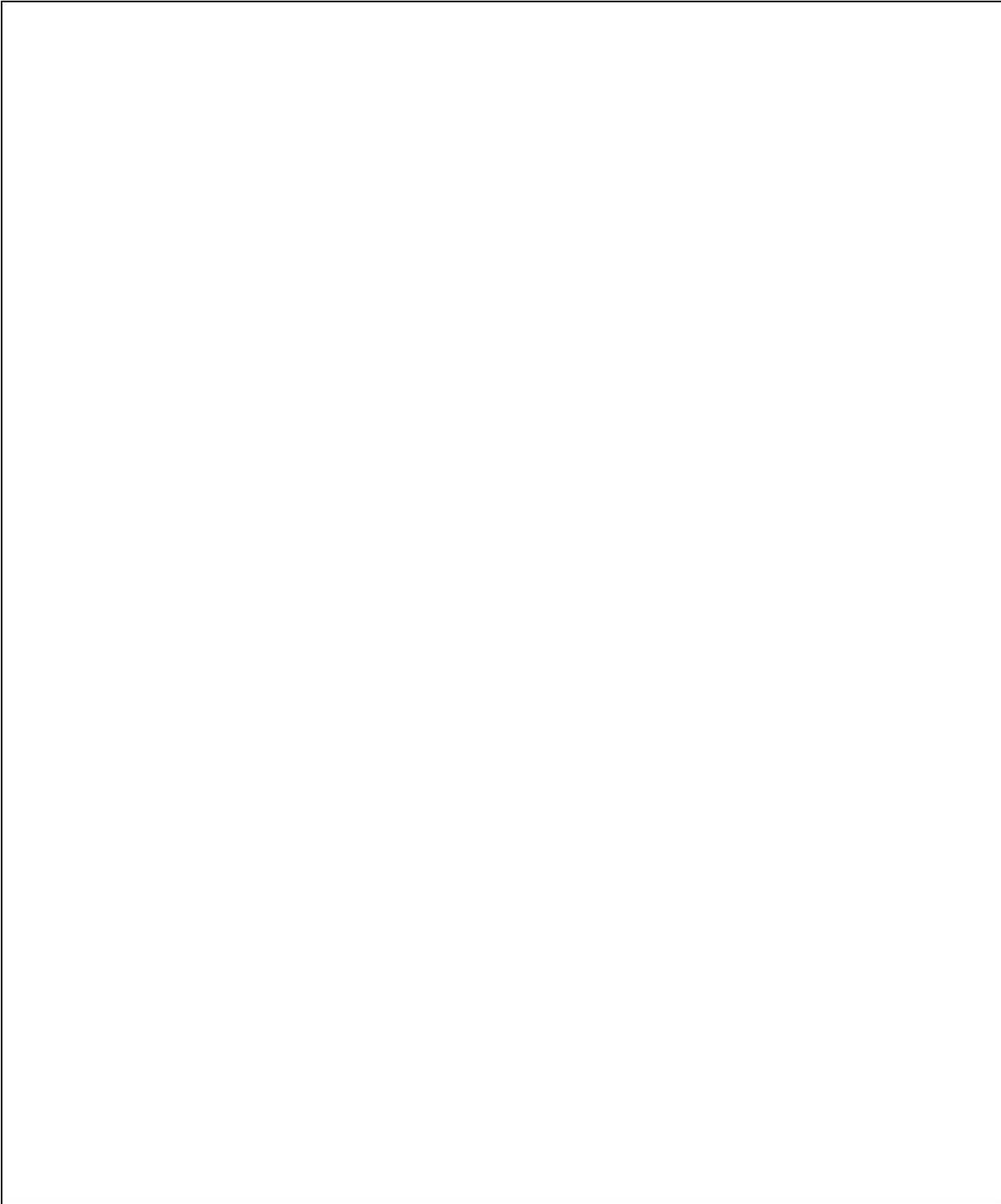
**9. Briefly discuss your educational philosophy and how the characteristics of this management style will benefit Wilmington City Schools.**

**10. What experience have you had in retaining quality educators in a school environment?**

A large, empty rectangular box with a thin black border, intended for the respondent to write their answer to the question above.

**11. What experience have you had with school funding campaigns, levies, or bond issues?  
Please describe your philosophy of fiscal management.**

12. What do you believe the Superintendent's role is in the community?

A large, empty rectangular box with a thin black border, intended for the respondent to write their answer to the question above.

**13. Briefly describe your conflict resolution skills and methods for developing a cohesive management team in relationship to the ability to hold leaders to a high level of accountability.**

**AUTHORIZATION FOR RELEASE OF INFORMATION TO  
SOUTHERN OHIO EDUCATIONAL SERVICE CENTER and WILMINGTON CITY SCHOOLS**

The Wilmington City School Board and Southern Ohio Educational Service Center have my permission to contact my present/previous employers, references, or other agencies when necessary.

Pursuant to Sections 3319.30 and 109.57 of the Revised Code, the Board of Education of the School District does initiate an investigation by the Superintendent of the Bureau of Criminal Identification and Investigation of the State of Ohio (hereafter B.C.I.& I.) for all new employees to verify that no person has been convicted of or pleaded guilty to certain criminal offenses. Your response to the following questions is therefore required: Have you ever been charged with, convicted or pleaded guilty to any felony, or misdemeanor or a violation of criminal section of the Ohio Revised Code, any comparable statute or ordinance of the United State or any other state or municipality, (any offence of violence, theft offense, any drug abuse or any sex offense?)

NO YES If yes, explain on a separate attachment.

Have you ever had garnishment of wages or bankruptcy ? NO YES If yes, explain on a separate attachment.

**Read Carefully**

Due to the length of time required for completion of the records check, it may occasionally be necessary for the Board of Education to employ a person prior to the Board of Education having received the results of the criminal records investigation. In these cases, the Board of Education shall rely on the applicant information provided in the employment application. However, by signing this document I specifically agree that if I am employed by the Board of Education prior to its receipt of a response from B.C.I.&I., my employment shall be contingent upon subsequent receipt by the Board of Education of a report from B.C.I.&I., which is consistent with my answer to the above question. In the event I have been employed prior to the Board of Education having received a report from B.C.I.&I., and a subsequent report from B.C.I.&I. is received which is not consistent with my answer to the above question, I specifically agree that the action of the Board of Education employing me shall void without any further act by either party, and that my employment will terminate without the necessity of proceedings to formally terminate my contract of employment.

I, the undersigned, do authorize the Veterans Administration, any and all branches of the United States Military, active and reserve, Educational Institutions, Medical Doctors, Insurance Companies, State and Federal Tax Bureaus, and Credit Bureaus to furnish Southern Ohio Educational Service Center, Wilmington, Ohio, with any and all available information regarding me in order that they may determine my suitability for employment. Further, I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by Southern Ohio Educational Service Center and/or the Wilmington City School District with the selection process for employment for any position applied for.

I, the undersigned, certify that the information given in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of my employment application, employment or discharge. Any person who knowingly makes a false statement is guilty of falsification under section 2921.13 of the revised code, which is a misdemeanor of the first degree. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I authorize the Wilmington City School Board and Southern Ohio Educational Service Center to investigate all statements contained in this application.

I, the undersigned, authorize the release of any records/information necessary to support/refute any item in my employment application whether the release of such information is public, private or of a confidential nature.

Additionally, I, the undersigned, authorize Southern Ohio Educational Service Center, Wilmington, Ohio, or its designee, to make inquiry of my present and past employers regarding my employment dates, quality of work, dependability, whether I appeared for work, and eligibility for re-hire.

Further, I the undersigned, acknowledge Southern Ohio Educational Service Center will be contacting references I have provided on this questionnaire, as well as the school/postsecondary and professional educational services information I have provided.

I, the undersigned, agree to indemnify and hold harmless the person to whom this request is presented and its agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

**I certify that the information provided on this application is true to the best of my knowledge.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By checking this box, I acknowledge that I have typed my signature and it will be used as my electronic signature for this application.**

## Confidential Administrative Reference Forms

Please distribute the three Confidential Reference forms located at the SOESC website [www.soesc.org](http://www.soesc.org) to persons who are familiar with your professional work.

### References

List below the names and addresses of three persons, **OTHER** than those you ask to complete a Confidential Reference Form, who can speak for your professional competence and personal character.

1.	_____	_____
	Name	Address
	_____	_____
	Phone	City, State, Zip
2.	_____	_____
	Name	Address
	_____	_____
	Phone	City, State, Zip
3.	_____	_____
	Name	Address
	_____	_____
	Phone	City, State, Zip

Do we have permission to contact the above-named persons?  Yes /  No

### **A complete application includes receipt of the following:**

- Letter of interest emphasizing qualifications and reasons for interest
- Completed application form
- Current resume
- Copy of current Ohio Superintendent Certificate/License or evidence one is obtainable
- Three confidential administrative reference forms ~ *to be distributed to three individuals who are familiar with your professional work. Those three individuals will need to email/mail that form to Stephanie Huber.*
- Submit materials to:
  - Stephanie Huber, Administrative Assistant to Superintendent  
[shuber@soesc.org](mailto:shuber@soesc.org)

**Application Deadline: April 2, 2026**

*The Wilmington City School District is an equal opportunity employer and prohibits discrimination because of age, race, color, religion, sex, handicap, or national origin in all employment practices.*