



## **SUPERINTENDENT HIRING ANNOUNCEMENT**

Position Title: Superintendent  
Employer's Name: Monte Alto ISD (MAISD)  
Location: Monte Alto, Texas

The Monte Alto ISD School Board is seeking an Superintendent who is highly motivated and innovative. Specifically, Monte Alto ISD is looking for a strong leader with excellent communication skills who will be involved in the broader Monte Alto ISD community and understands the needs of small school districts. Monte Alto ISD is in Monte Alto, TX, in Hidalgo County. The District serves over 900 students across 3 campuses.

### **Application Process**

The application deadline is Thursday, November 7, 2024, at 12:00PM (CST). The anticipated start date for the Superintendent is January 13, 2025, although applicants may be requested to start earlier. Applicants are required to hold a Texas Superintendent certificate. An application should include a detailed letter of interest indicating qualifications and reasons for interest in the position. The application packet should consist of the following information:

- a completed application
- a statement of philosophy of education administration (not to exceed one page)
- a current resume or curriculum vitae
- post-secondary education transcripts
- copy of Texas Superintendent certification
- three letters of reference

Application materials will be treated confidentially. Applicants are requested not to contact the current members of the Board. The final selection and appointment are the sole responsibility of the Board of Trustees.

Search is being conducted by O'Hanlon, Demerath, & Castillo PC, with lead consultant Eden Ramirez, Jr. You can reach Mr. Ramirez at [jfoyttek@808west.com](mailto:jfoyttek@808west.com).

## **MINIMUM QUALIFICATIONS**

- At least ten years of successful experience in public education.
- At least five years of school administrative experience.
- Certified as a Superintendent in Texas.
- Knowledgeable in Texas school law, finance, curriculum, and accountability.
- Evidence as a proven leader.
- Cabinet Level Experience (e.g. Deputy Superintendent, Assistant Superintendent, etc.)

## **PREFERRED QUALIFICATIONS**

- Superintendent Experience

## **SALARY**

Highly competitive-- commensurate with experience

Benefits: Highly Competitive—commensurate with experience

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Please submit completed application materials and documentation to:

O'Hanlon, Demerath & Castillo

808 West Avenue

Austin, Texas 78701

Phone: 512-494-9949

Fax: 512-494-9919

Email: [search@808west.com](mailto:search@808west.com)

Or via the law firm's website at <http://www.808west.com/application>



**APPLICATION FOR POSITION OF SUPERINTENDENT**

**Application is due on : NOVEMBER 7, 2024 at 12:00PM (local time)**  
 Materials received after the deadline will not be considered.  
 The Board of Trustees is conducting a confidential superintendent search.  
**Applications must be submitted online on the search firm's application portal:**  
<https://www.808west.com/application>

**CONTACT INFORMATION**

<i>Prefix</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Last Name</i>

<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

<i>Phone Number</i>	<i>E-Mail</i>

<i>Facebook</i>	<i>Twitter</i>
<i>Instagram</i>	<i>Linked-IN</i>
<i>Tik-Tok</i>	<i>Other:</i>

<i>List All Other Names You Have Used</i>

**CURRENT EMPLOYMENT**

<i>Employer</i>	<i>Position</i>
<i>Years at Current Position</i>	<i>Years With Current Employer</i>
<i>District Enrollment Population</i>	<i>Number of Campuses</i>

<i>Are you Currently hold a valid Superintendent Certification?</i>	<i>State</i>
_____ YES _____ NO	

**AVAILABILITY & EXPECTATIONS**

<i>Expected Salary and Benefits</i>

<i>Date Available to Start:</i>	
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**EDUCATION**Undergraduate Education

<i>Institution</i>	
<i>Degree &amp; Major</i>	<i>Graduation Year</i>

Graduate Education

<i>Institution</i>	
<i>Degree &amp; Major</i>	<i>Graduation Year</i>

Professional Education

<i>Institution</i>	
<i>Degree &amp; Major</i>	<i>Graduation Year</i>

Other Education

<i>Institution</i>	
<i>Degree &amp; Major</i>	<i>Graduation Year</i>

**EMPLOYMENT HISTORY**

Please provide a comprehensive list of all full-time work experiences, encompassing roles within and beyond the educational sector, starting with your most recent past employment. If required, attach additional pages for extra information. Note that Board Members and References listed will only be contacted after receiving explicit consent from the candidate during the confidential search phase.

<i>Employer</i>		<i>Position</i>
<i>Start Date</i>	<i>End Date</i>	<i>Salary:</i>
<i>District Enrollment Population</i>	<i>Number of Campuses</i>	

<i>Employer</i>		<i>Position</i>
<i>Start Date</i>	<i>End Date</i>	<i>Salary:</i>
<i>District Enrollment Population</i>	<i>Number of Campuses</i>	

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<i>Start Date</i>	<i>End Date</i>	<i>Salary:</i>
<i>District Enrollment Population</i>	<i>Number of Campuses</i>	

<i>Employer</i>		<i>Position</i>
<i>Start Date</i>	<i>End Date</i>	<i>Salary:</i>
<i>District Enrollment Population</i>	<i>Number of Campuses</i>	

**AWARDS & LANGUAGE SKILLS**

Awards

<i>Awarding Organization</i>	
<i>Name of Award Received</i>	<i>Year Received</i>
<i>Award Information</i>	

<i>Awarding Organization</i>	
<i>Name of Award Received</i>	<i>Year Received</i>
<i>Award Information</i>	

<i>Awarding Organization</i>	
<i>Name of Award Received</i>	<i>Year Received</i>
<i>Award Information</i>	

Language Skills

*Do you speak any languages other than English? If so, please state each language and describe your level of proficiency.*

<i>Language</i>	<i>Proficiency Level</i>

Professional Publications

*Please provide information regarding any Professional Publications you have authored or co-authored.*

<i>Title</i>	<i>Publication</i>

## QUESTIONNAIRE

Answer Yes or No to the following questions. Attach a brief explanation for any answers which you believe might negatively affect your application including criminal convictions, professional license discipline, and pending investigations in any state.

- \_\_\_\_\_ 1. **Previous Educational Employment Inquiry:** Have you ever left any education-related employment, voluntarily or involuntarily, while being the subject of an inquiry, review, or investigation for alleged misconduct or alleged violation of professional standards of conduct?
- \_\_\_\_\_ 2. **Current Inquiry Status:** Are you currently the subject of an inquiry, review, or investigation for alleged misconduct or alleged violation of professional standards of conduct?
- \_\_\_\_\_ 3. **Professional Certificate History:** Have you ever had a professional certificate, credential, or license revoked or suspended, or have you been placed on probationary status for any alleged misconduct or alleged violation of professional standards of conduct?
- \_\_\_\_\_ 4. **License Application History:** Have you ever been denied a professional license for which you applied or granted a license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?
- \_\_\_\_\_ 5. **Voluntary License Surrender:** Have you ever surrendered a professional license of any kind before its expiration?
- \_\_\_\_\_ 6. **Disciplinary Action by Licensing Agency:** Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?
- \_\_\_\_\_ 7. **Criminal Convictions Related to Education Profession:** Have you ever been convicted of a felony or misdemeanor offense relating to the duties and responsibilities of the education profession, including offenses involving moral turpitude; sexual or physical abuse of a minor or student; illegal conduct where the victim is a minor or student; felony offenses involving controlled substances as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.; offenses involving illegal transfer, appropriation, or use of school district funds or property; or offenses involving attempts by fraudulent or unauthorized means to obtain or alter a professional certificate or license issued under Tex. Educ. Code chapter 21?
- \_\_\_\_\_ 8. **Convictions for Offenses Involving Minors:** Have you ever been convicted of a felony or misdemeanor offense for criminal homicide, kidnapping, unlawful restraint, smuggling of persons, trafficking of persons, sexual crimes, assault, or an offense requiring you to register as a sex offender, where the victim of the offense was under 18 years of age?
- \_\_\_\_\_ 9. **Plea Entry for Specific Offenses:** Have you ever entered a plea of guilty or no contest relative to any charge for an offense listed in questions 7 or 8?
- \_\_\_\_\_ 10. **Civil Judgments for Personal Misconduct:** Have you ever had any civil judgment or other court order entered against you resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking, or other threatening behavior toward other persons?
- \_\_\_\_\_ 11. **Substantiated Reports of Abuse or Neglect:** Have you ever been the subject of a substantiated report of abuse or neglect involving a student or minor child?
- \_\_\_\_\_ 12. **Ongoing Investigations for Abuse or Neglect:** Are you currently the subject of an ongoing investigation related to a report of abuse or neglect involving a student or minor child?
- \_\_\_\_\_ 13. **Financial Responsibility:** Have you ever filed for bankruptcy or had any financial judgments issued against you in the last 10 years?

## **AUTHORIZATION & VERIFICATION**

I hereby grant permission to all my past and present employers in the education sector to release information regarding: (a) my employment dates; (b) any confirmed reports of child abuse or sexual conduct related to my employment; (c) the dates of these confirmed reports; (d) the criteria for child abuse and sexual conduct used by the education provider at the time of these confirmations; and (e) the definitions of child abuse and sexual conduct employed by my education provider for determining the veracity of these reports. Furthermore, I authorize my former or current education provider employers to disclose any disciplinary records involving crimes specified in Tex. Educ. Code §§ 21.058 and 21.060 for which I have been convicted.

I also authorize my references, former and current employers, educational institutions, and any other parties possessing information about my professional background, educational qualifications, or suitability for employment to share this information with the District, where I have submitted my job application. I release the school district and all individuals providing such information from any liability for collecting and sharing this information, irrespective of the consequences.

I acknowledge that semi-finalists in this superintendent search may undergo a criminal records check by the school district and a license review by the relevant state licensing agency. The school district may also conduct Internet searches, reference verifications, background investigations, and confirmations of employment as part of this application process.

I certify that the information provided in this application is accurate and complete to the best of my knowledge. I have fully and accurately responded to all questions, withholding no information that might adversely impact my application. I understand that any misrepresentations or omissions in this application, accompanying materials, or during the interview process may result in the rejection of my application or, if employed, immediate termination.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

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