



## SUPERINTENDENT OF SCHOOLS APPLICATION PACKET

**Pershing County School District**

Lovelock, Nevada

**Keith Lewis**

Lead Consultant

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Search Website: <https://moderneducatehr.com/pcsd-superintendent>



# PERSHING COUNTY SCHOOL DISTRICT LOVELOCK, NEVADA

## Application Process

1. Please use the Application for Superintendent of Schools form as the cover sheet for the following materials to be submitted as part of the application process:
  - A letter of application setting forth personal qualifications and reasons for interest in the position.
  - A completed **Application for Superintendent of Schools** form (separate document)
  - A current resume
  - Signed **Waiver of Potential Statutory Notice**
  - College or university transcripts or credentials (unofficial transcripts are acceptable)
  - Written responses to the following questions, limiting your answers to 300 words or less per question, and use a separate page for each response.
    1. Describe your key leadership experiences and accomplishments in order of their importance to you.
    2. Describe your experience inspiring staff to increase student achievement among all students.
    3. How will you identify and capitalize on the strengths of a small community and small school district, in order to achieve district goals?
2. Application and supporting materials must be received by Modern EducateHR no later than **Friday, March 8, 2024**, and submitted, preferably by email, to:

[keith@modernducatehr.com](mailto:keith@modernducatehr.com)

If electronic submission is not possible, please contact Keith Lewis promptly to make other arrangements.

If you have any questions, please email Keith Lewis at the address above, or call (775) 443-5451.



Visit PCSD

Initial inquiries will be held in confidence.



Visit Lovelock





# PERSHING COUNTY SCHOOL DISTRICT

## LOVELOCK, NEVADA

### NEW SUPERINTENDENT EMERGING PROFILE

- **Exceptional communicator:** Great listener, demonstrates superb communication skills in dealings with the Board, staff and community, ensures messages are communicated consistently to all.
- **Strong leader:** Guides others to carry out vision, sets high expectations and brings others along to meet those expectations, fosters a positive culture through the actions of school leaders, models effective leadership and inspires others to excel.
- **Community partner:** Participates in events throughout community, is accessible and responsive to community members, articulates the district's story and promotes schools, and capitalizes on the strengths of a small community.
- **Effective steward of financial resources:** Understands budgeting, school finance and impact of collective bargaining decisions, and acts in the long-term interest of the district.
- **Collaborator and team builder:** Brings together staff, administrators and community to develop trust and work toward organizational goals, establishes systems and accountability for staff to work together across grades and subjects.
- **Visible:** In schools and community, gets to know students and adults, strong interpersonal skills, engages well with all people.
- **Accountable:** Establishes clear expectations, holds self and others accountable for meeting them.
- **Courageous:** Willing to have difficult conversations and make decisions that will improve students' school experience, even in the face of significant objections.
- **Governance team member:** Engages with the Board as a partner in governance and leadership.
- **Consistent:** Fair and dependable in applying policies to all.
- **Instructional leader:** Knows, understands and demonstrates effective instruction.
- **Commitment:** Willing to stay for the long-term.
- **Eligibility:** Possess a valid Nevada Administrator License or be able to obtain licensure by July 1, 2024.

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### NOTICE OF NON-DISCRIMINATION

The Pershing County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boys Scouts of America Equal Access Act. The District is an Equal Opportunity Employer.



# MODERN EDUCATEHR

## 7-PHASE HIRING PROCESS

### Phase 1 Identify District Priorities in Relationship to Needs of the District and the Qualities Desired in a Superintendent



- Conduct an interview with each Board Member and other key education and community leaders identified by the Board, such as administrators, teachers, parents, business leaders, and others, to determine the perceived needs of the district and the attitudes, abilities, and skills most desired in the new superintendent. If desired, an online survey will be used to gather input from a large number of stakeholders within the community.
- **Timeline: January 16 – February 2, 2024**

### Phase 2 Advertise and Administer Recruitment and Application Procedures



- Develop appropriate recruiting materials describing the District and position and announcing the vacancy. Announcements will be distributed to key agencies and individuals throughout the country and especially the western region, and electronic advertisements will be developed for posting on key educational leadership websites. This broad-based advertising strategy ensures the Board will reach a wide and diverse audience of potential candidates. An application form and procedures will be proposed by the consultant, subject to approval by the Board of Trustees.
- **Timeline: January 16 – February 2, 2024**

### Phase 3 Targeted Personalized Recruitment



- In addition to general advertising regarding the position, our team will personally contact respected, knowledgeable people throughout the country and describe the desired characteristics of the superintendent as determined in Phase 1. Targeted contacts will be asked to identify exceptional business and educational leaders whom they know personally and who could best meet the District's requirements. Each of these nominees will be confidentially contacted to determine whether there is an interest in pursuing this superintendency. It has been our experience that this personalized recruitment approach can dramatically increase the number of high-quality candidates in the selection pool. Without this confidential "targeted" approach, some of the best leaders will remain on the sidelines and not be active candidates. It is not practical, today, to rely on a known pool of people who are searching for a new position; and it is obviously in the best interest of the Pershing County School District to find and recruit the most outstanding candidates.
- **Timeline: January 16 – March 8, 2024**

### Phase 4 Screen Candidates and Reference Checks



- Under the direction of the Board of Trustees, we will prepare a list of candidates. A thorough reference check will be conducted for identified candidates through personal contact with people who know each of the applicant(s). Identified desired characteristics will be explored, and a thorough background check will be conducted. The search consultant will meet or connect by phone with the candidates it recommends for an interview. Procedures will be established ensuring that all candidates' information and materials are available to all members of the Board of Trustees.
- **Timeline: February 2 – March 18, 2024**

### Phase 5 Interview Candidates



- Interview times will be arranged with the Board of Trustees for the final candidates. We will design jointly with the Board an interview process that includes representatives of the internal education community, the broader community, and other designated parties. A suggested interview structure and procedure, including sample questions, will be provided to the Board by the search team for review and modification. We will collaborate closely with all parties to ensure that the interview process is positive and productive for all involved.
- **Timeline:** March 21 – April 9, 2024

### Phase 6 Contract Development and Arrangements



- We will work with the Board, the successful candidate, and the Board's attorney to assure that the final employment agreement reflects the understanding of the parties and the expectations of the District for the superintendent's performance, and evaluation measurements.
- **Timeline:** April 10 – 17, 2024

### Phase 7 Determination of First Year Goals and Development of an Entry Plan for New Superintendent



- The search team will collaborate with the Superintendent and the Board to assist in the transition process and to assure that the candidate and the Board build a plan for the Superintendent's introduction to the district and the community. We will provide at least two follow-up visits during the first year to help merge the expectations of the District with the Superintendent's performance and evaluation measurements. These visits will be planned to assist in managing any "rough spots" that may develop early in this relationship.
- **Timeline:** April 18 – May 2, 2024

**New Superintendent Reports For Duty – July 1, 2024**





**PERSHING COUNTY SCHOOL DISTRICT**  
**LOVELOCK, NEVADA**

**Application for Superintendent of Schools**

Date of Application: \_\_\_\_\_

**PERSONAL IDENTIFICATION INFORMATION** (Please type or print)

Name: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_Yes \_\_\_ No

**EMPLOYMENT INFORMATION**

Present Position: \_\_\_\_\_ Years in Recent Position \_\_\_\_\_

Present Employer: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Street City State Zip Code

Number of People Supervised: \_\_\_\_\_ Total Budget Administered \$ \_\_\_\_\_

Do you hold a valid Nevada Administrator's license? \_\_\_Yes \_\_\_ No

List all current licenses and/or certificates you hold, including types and state issued)

\_\_\_\_\_  
\_\_\_\_\_

**PRESENT CONTRACTUAL RELATIONSHIP**

Length of Present Contract: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Present Compensation \$ \_\_\_\_\_ Expected Compensation \$ \_\_\_\_\_  
(Salary + Benefits) (Salary + Benefits)



## APPLICATION QUESTIONS

Yes  No Have you ever had a teacher, administrative, other license, or certificate suspended or revoked in any state?

Yes  No Are you presently being investigated or being investigated or under a procedure to consider your discharge for misconduct by your present or any past employers?

Yes  No Have you ever been reprimanded, disciplined, discharged, or asked to resign from current or prior position, or have you ever been advised that your contract will not be renewed?

Yes  No Have you ever resigned from a prior position without being asked under circumstances involving your employer's investigation for sexual misconduct with another person, mishandling of funds, or criminal conduct?

Yes  No Have you ever been charged with, pleaded guilty or "no contest" to, or been convicted of any crime involving sexual abuse of any person or any other crime of moral turpitude?

Yes  No Have you ever been convicted of a misdemeanor and/or felony, or ever entered a plea of guilty or a plea of "no contest", or has any court deferred further proceedings without entering a finding of guilty, or placed you on probation for a crime?

If you have answered "yes" to any of the previous five questions, on a separate sheet of paper: (1) fully describe the circumstances giving rise to each affirmative response, including relevant dates, places, and people involved in the incident and in any proceeding or investigation; (2) if the circumstances giving rise to your affirmative response involve allegations of criminal conduct, give the name of the investigating body and the disposition of the investigation, as well as the name and address of any court involved and the final resolution of the case.

I authorize Pershing County School District and its representatives to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision. Such investigation may include contacting law enforcement agencies, current and former employers/customers, and any other persons or entities with information regarding my background. I waive any rights that I may have to sue any person who provides information during the course of such investigation.

**I understand that any false or misleading information on this application shall be sufficient grounds to terminate employment.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_





## PERSHING COUNTY SCHOOL DISTRICT LOVELOCK, NEVADA

### Waiver of Potential Statutory Notice

As we prepare for the Pershing County School Board's review of applicants for Superintendent, we want to be certain you know the provisions of Nevada law that may affect you in this process.

While the dates have not been scheduled at this time, the Board of Trustees of the Pershing County School District will discuss the hiring of a new superintendent at a date still to be determined, but during a public meeting. At that meeting, the Board will conduct a paper screening of the slate of candidates recommended by Modern EducateHR, and the Board will identify candidates to be invited to interview with the Board during a separate public meeting. As soon as the dates of these meetings are determined, you will be notified, and the notification will be well in advance of the required notice outlined in Nevada Revised Statutes.

The agendas of these meetings will be published three working days in advance of the meetings and will contain the names of all individuals to be considered during these meetings. All applicants' names will appear on the agenda for the screening meeting, and finalists' names will appear on the agenda for the subsequent meeting in which actual interviews will occur. Application materials for individuals who are being considered at these meetings will be made available to the public.

Under the Nevada Open Meeting Law, NRS 241.033, a public body cannot hold a meeting to consider a person's professional competence without providing that person with written notice. Further, under NRS 241.020, a public body must make public on the agenda the names of such individuals.

Based on recent advice from the Nevada Attorney General's Office, we request that you provide a waiver of any notice rights you may have under NRS 241.033 or NRS 241.020. A copy of these statutes is provided for reference. Without a waiver from you, the process may either be delayed, or the Board may proceed without considering your application.

Please indicate by your signature below that you understand that you may have rights to notice under NRS 241.033 and NRS 241.020 and that you voluntarily waive any and all such rights under that statute in order to be considered at the meetings scheduled above. If you have any questions, please do not hesitate to contact Keith Lewis at [keith@moderneducatehr.com](mailto:keith@moderneducatehr.com).

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I understand that I may have rights to notice under NRS 241.033 and NRS 241.020, and I voluntarily waive any and all rights to notice under these statutes in order to be considered at the meetings scheduled above.

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Name

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Date

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Signature

