



## Executive Director Vacancy Announcement

Position Title: Executive Director

Employer's Name: Education Service Center, Region 2

Location: Corpus Christi, Texas

The Education Service Center, Region 2 seeks an outstanding leader to serve as its Executive Director. The Region 2 Education Service Center's mission is *Empowering Learning Communities through Innovation*. We promote educational excellence for all students throughout our region and state. Every district within the region is provided both instructional and non-instructional assistance. State and local initiatives are promoted and implemented within the region. The primary focus of our organization is student achievement, and we impact student achievement by offering relevant professional development for teachers, administrators, school board members, parents, and other clientele.

### Application Process

The application deadline is April 14, 2020 at 5:00 p.m. (CST). The anticipated start date for the new Executive Director is July 1, 2020, although applicants may be requested to start earlier. An application should include:

- A detailed letter of interest indicating qualifications and reasons for interest in the position.
- 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 or Principal certification
- Three letters of reference

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

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)

To obtain a copy of the application, please contact the law firm of O'Hanlon, Demerath & Castillo at the telephone number or email address listed above.



## Application for Position of Executive Director

### Contact Information

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

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

List all other names you have used: \_\_\_\_\_

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### Higher Education

*List all institutions of higher education you have attended, with the most recent first. (Attach supplemental pages, if necessary.)*

Institution: \_\_\_\_\_

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

Degree and Major: \_\_\_\_\_

Institution: \_\_\_\_\_

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

Degree and Major: \_\_\_\_\_

Institution: \_\_\_\_\_

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

Degree and Major: \_\_\_\_\_

Institution: \_\_\_\_\_

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

Degree and Major: \_\_\_\_\_

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**Employment History**

*List all full-time experience, both in and outside the field of education, beginning with your current or most-recent position. (Attach supplemental pages, if necessary.)*

Employer: \_\_\_\_\_

Position(s): \_\_\_\_\_

District Student Enrollment: \_\_\_\_\_

Start /End Date: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer: \_\_\_\_\_

Position(s): \_\_\_\_\_

District Student Enrollment: \_\_\_\_\_

Start /End Date: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer: \_\_\_\_\_

Position(s): \_\_\_\_\_

District Student Enrollment: \_\_\_\_\_

Start /End Date: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer: \_\_\_\_\_

Position(s): \_\_\_\_\_

District Student Enrollment: \_\_\_\_\_

Start /End Date: \_\_\_\_\_ Salary: \_\_\_\_\_

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## Current Employment

Length of Present Contract: \_\_\_\_\_

Present Contract Expiration Date: \_\_\_\_\_

Current Salary & Benefits: \_\_\_\_\_

Date Available to Work: \_\_\_\_\_

Do you currently hold a Principal Certification? (yes/no): \_\_\_\_\_

Do you currently hold a Superintendent Certification? (yes/no): \_\_\_\_\_

If NO, are you eligible to take the Superintendent Exam? (yes/no): \_\_\_\_\_

Honors/ Awards / Community Service: \_\_\_\_\_

\_\_\_\_\_

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## 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. Have you ever left any education-related employment, voluntarily or involuntarily, while the subject of an inquiry, review, or investigation of alleged misconduct or alleged violation of professional standards of conduct?
  
- \_\_\_\_\_ 2. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct?
  
- \_\_\_\_\_ 3. 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. Have you ever been denied a professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of professional standards of conduct?
  
- \_\_\_\_\_ 6. Have you ever surrendered a professional license of any kind before its expiration?
  
- \_\_\_\_\_ 7. Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure?

- \_\_\_\_\_ 8. Have you ever been convicted of a felony or misdemeanor offense relating to the duties and responsibilities of the education profession, including: (1) an offense involving moral turpitude; (2) an offense involving a form of sexual or physical abuse of a minor or student or other illegal conduct in which the victim is a minor or student; (3) a felony offense involving the possession, transfer, sale, or distribution of or conspiracy to possess, transfer, sell, or distribute a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.; (4) an offense involving the illegal transfer, appropriation, or use of ESC-2 funds or other district property; or (5) an offense involving an attempt by fraudulent or unauthorized means to obtain or alter a professional certificate or license issued under Tex. Educ. Code Chapter 21?
- \_\_\_\_\_ 9. 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?
- \_\_\_\_\_ 10. Have you ever entered a plea of guilty or no contest relative to any charge for an offense listed in questions 8 or 9 above?
- \_\_\_\_\_ 11. 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?
- \_\_\_\_\_ 12. Have you ever been the subject of a substantiated report of abuse or neglect involving a student or minor child?
- \_\_\_\_\_ 13. Are you currently the subject of an ongoing investigation related to a report of abuse or neglect involving a student or minor child?

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**Language Skills**

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

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## **Authorization and Verification**

I hereby authorize all my current and former employers who are education providers to disclose the (a) dates of my employment; (b) whether I was the subject of any substantiated reports of child abuse or sexual conduct related to my employment; (c) the dates of any substantiated reports; (d) the definitions of child abuse and sexual conduct used by the education provider when the determination was made that any reports were substantiated; and (e) the definitions of child abuse and sexual conduct used by my education provider employer to determine whether any reports were substantiated.

I hereby authorize my current or former education provider employers to release any disciplinary records of a crime listed in Tex. Educ. Code §§ 21.058 and 21.060 for which I was convicted.

I authorize my references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualifications, or fitness to provide such information to Education Service Center, Region 2 for which I have completed an employment application. I release the Education Service Center, Region 2 and all persons providing this information to the Education Service Center, Region 2 from any liability whatsoever for obtaining and providing that information, regardless of the results.

I acknowledge that semi-finalists in this Executive Director search may be subject to criminal records check by the Education Service Center, Region 2 and a license review through the relevant state licensing agency related to my employment.

I acknowledge that the Education Service Center, Region 2 may conduct an Internet search, reference checks, background investigations and confirmation of employment as a part of this application.

The information that I have provided in this application is true and accurate to the best of my knowledge. I have answered all of the questions to the best of my ability and I have not knowingly withheld information that would negatively affect my application. Any misrepresentations or omissions of fact in this application, any materials submitted with this application, or during interviews may be cause for rejection of this application or subsequent termination from employment, if hired.

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**Signed**

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**Date**

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**Name (printed)**

Please return the completed and signed application form with other application materials 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)

**ALL APPLICATION MATERIALS ARE DUE BY APRIL 14, 2020 AT 5:00 PM (CST).  
MATERIALS RECEIVED AFTER THE DEADLINE MAY NOT BE CONSIDERED.**