



**Randolph Academy  
Union Free School District**

**Randolph Campus** | **Hamburg Campus**  
336 Main Street | 4655 Logans Lane  
Randolph, NY 14772 | Hamburg, NY 14075

<https://randolphacademy.org>

**Application for  
SUPERINTENDENT OF SCHOOLS  
of the Randolph Academy Union Free School District**

*The Randolph Academy Union Free School District is an equal opportunity/affirmative action employer.*

**INSTRUCTIONS FOR APPLYING:** Please send a letter of interest outlining your qualifications, resume, along with this completed and signed application form. The application should also include a minimum of four (4) professional letters of recommendation, an updated college placement folder and college transcripts, and a copy of your NYS SDA/SDL certificate. Please forward everything to the following address no later than October 18, 2024.

**Scott E. Payne, District Superintendent**  
CABOCES - 1825 Windfall Road, Olean, NY 14760

**Personal Information**

NAME \_\_\_\_\_  
Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_  
Other name(s) \_\_\_\_\_  
(Please include other names relative to name change, assumed name, or nickname necessary to enable a check on your work record.)

**HOME MAILING ADDRESS**

Street \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

**PRESENT POSITION**

Name of Institution \_\_\_\_\_ Job Title \_\_\_\_\_ School District Enrollment \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_ Business Number \_\_\_\_\_

Annual Budget \_\_\_\_\_ Personnel Responsible to You \_\_\_\_\_ No. of Teachers/Others \_\_\_\_\_

- Are you legally authorized to remain and work in the U.S.A.?  Yes  No
- Have you ever served in the United States Armed Forces?  Yes  No  
If yes, list branch \_\_\_\_\_ Dates of Service \_\_\_\_\_ to \_\_\_\_\_  
If yes, did you receive an honorable discharge?  Yes  No  
*If no, please explain on a separate sheet. A dishonorable discharge is not an absolute bar to employment; other factors will affect the decision.*
- Have you ever been convicted of a crime?  Yes  No  
*If yes, please explain on a separate sheet.*
- Are any criminal charges or proceedings against you pending?  Yes  No  
*If yes, please explain on a separate sheet.*
- Have you ever been the subject of a report for child abuse, maltreatment, or neglect?  Yes  No  
*If yes, please explain on a separate sheet.*
- Have you ever been released from employment, asked to resign from employment, and/or denied permanent status/tenure?  Yes  No  
*If yes, please explain on one of the additional pages at the end of this application.*
- Are you a relative of any board member, administrator, or other employee of the school district to which you are applying?  Yes  No  
*If yes, Name \_\_\_\_\_ Position \_\_\_\_\_ Relationship \_\_\_\_\_*

## CERTIFICATION (List All Certificates)

| TITLE OF CERTIFICATE | CERTIFICATE NUMBER | VALID IN STATE OF | DATE ISSUED | DATE EXPIRES |
|----------------------|--------------------|-------------------|-------------|--------------|
|                      |                    |                   |             |              |
|                      |                    |                   |             |              |
|                      |                    |                   |             |              |

## PROFESSIONAL PREPARATION

### UNDERGRADUATE

| INSTITUTION | LOCATION | NATURE OF STUDIES<br>Major/Minor | DIPLOMA/DEGREE |
|-------------|----------|----------------------------------|----------------|
|             |          |                                  |                |
|             |          |                                  |                |
|             |          |                                  |                |

### GRADUATE

| INSTITUTION | LOCATION | NATURE OF STUDIES<br>Major/Minor | DIPLOMA/DEGREE |
|-------------|----------|----------------------------------|----------------|
|             |          |                                  |                |
|             |          |                                  |                |
|             |          |                                  |                |

### SUMMARIZE GRADUATE WORK BEYOND THE HIGHEST EARNED OR GRADUATE WORK NOT LEADING TO A DEGREE

| INSTITUTION | LOCATION | INDICATE MAJOR CONCENTRATIONS | CREDITS | ADDITIONAL INFORMATION |
|-------------|----------|-------------------------------|---------|------------------------|
|             |          |                               |         |                        |
|             |          |                               |         |                        |
|             |          |                               |         |                        |

## RELATED PROFESSIONAL EXPERIENCE

*May include educational travel, lectures, addresses, publications, scholastic honors, professional memberships, committee chairs or positions, participation in educational studies, innovations, special programs, elective positions held and others relevant to your ability to perform the job.*

## WORK EXPERIENCE BASED ON CERTIFICATE/LICENSE

| DATES EMPLOYED | EMPLOYER'S NAME AND ADDRESS | NATURE OF POSITION | REASON FOR LEAVING |
|----------------|-----------------------------|--------------------|--------------------|
|                |                             |                    |                    |
|                |                             |                    |                    |
|                |                             |                    |                    |
|                |                             |                    |                    |

## OTHER WORK EXPERIENCE

| DATES EMPLOYED | EMPLOYER'S NAME AND ADDRESS | NATURE OF POSITION | REASON FOR LEAVING |
|----------------|-----------------------------|--------------------|--------------------|
|                |                             |                    |                    |
|                |                             |                    |                    |
|                |                             |                    |                    |
|                |                             |                    |                    |

## PHILOSOPHY STATEMENTS/WRITING SAMPLES

You may respond to the statements below in the manner, style and technique of your choice. Please attach your reply on a sheet of 8 1/2" x 11" paper.

What is your view of the role of the Superintendent of Schools?

## PROFESSIONAL REFERENCES

Provide at least four (4) references. These references should be people qualified to provide information describing your abilities for the position of Superintendent of Schools.

| NAME | TITLE | ADDRESS | TELEPHONE |
|------|-------|---------|-----------|
|      |       |         |           |
|      |       |         |           |
|      |       |         |           |
|      |       |         |           |

## RELEASE AND INDEMNIFICATION

I hereby certify that the above information, together with any additional information furnished in conjunction with this application, is furnished for the purpose of gaining employment, and is true to the best of my knowledge and belief. I understand that such information shall be the basis of me being considered for employment, and that false statements may result in my application not being considered or my dismissal from future employment.

Authorization is hereby given to Randolph Academy Union Free School District to obtain reference checks from any of the named sources in this application and the sources to release information if requested by Randolph Academy Union Free School District.

I understand that the school district will be making an extensive inquiry regarding my background and experiences and I hereby release from any liability anyone giving information regarding me, whether specified in my application or not, so long as the information given is relevant to the duties for which I have applied. I understand that the information gathered, in part or whole, may be shared with members of the school district involved in the search process. I further understand that all information gathered by you regarding my application will be the property of the school district and will not be released to me unless required by federal or state statutes or regulations.

The Randolph Academy Union Free School District, in compliance with Title IX of the Education Amendments of 1972 and Regulation 504 of the Rehabilitation Act 1973, does not discriminate on the basis of race, creed, color, gender, age, national origin, disability, gender identity or expression, genetic information or testing, veteran status, sexual orientation or other protected class per law.

↑ **Signature of Applicant**

**Date**

*Willful misrepresentation of an actual fact may result in dismissal of applicant hired or retained by the school district.  
An equal opportunity/affirmative action employer.*

*The Randolph Academy Union Free School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, national origin, sex, disability, or age. Further, the District does not discriminate on the basis of religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.*