

## **NOTICE OF VACANCY IN THE POSITION OF SUPERINTENDENT OF EDUCATION**

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**Job Title:** Superintendent of Huntsville City Schools

**Summary of  
Job Duties:**

The Superintendent serves as the Chief Executive Officer of the Huntsville City Board of Education (the “Board” or “District”). The Superintendent’s duties include those prescribed for superintendents under the Alabama Code (§16-12-1, *et seq.*) and corresponding requirements and regulations established by the Alabama State Board of Education and the Huntsville City Board of Education. The Superintendent is responsible for implementation of Board policies and its approved goals and objectives. The Superintendent oversees and directs the effective operation of the District, including the general administration of all instructional, business, and other functions. The Superintendent advises and makes recommendations to the Board of Education respecting such activities, including policies and procedures deemed appropriate to the attainment of District goals and legal compliance. The Superintendent provides effective leadership for the District and maintains clear and consistent lines of communication with the Board, central office and school leadership teams, all District employees, parents, students, media and other stakeholders. *The complete job description is available as part of the application packet.*

**Required Qualifications:**

- General fitness and character appropriate to the position;
- A doctoral degree in education from an accredited college or university;
- Certification in administration;
- 10 years of educational administrative experience (i.e., assistant principal, principal, and district administrator); 15 years preferred;
- Successful experience in and general knowledge of public school administration; and
- Such other minimum qualifications as may be established by statute or the State Board of Education.

**Salary Range:**

The total compensation package, inclusive of salary, for the Superintendent will be between \$190,000 to \$285,000, but, depending on the circumstances of the selected individual, the Board may, in its discretion, offer a lower or higher amount.

## Application Information:

The applicant is requested to print, sign, and submit an application on the approved form (available at <https://www.huntsvillecityschools.org/>) with a cover letter, resume, and at least four professional references by e-mail to: [Huntsville.Superintendent@LanierFord.com](mailto:Huntsville.Superintendent@LanierFord.com) (preferred) or by mail to:

**Huntsville City Superintendent Search**  
c/o Lanier Ford  
2101 West Clinton Ave., Suite 102  
Huntsville, Alabama 35805

**In addition, a verified transcript from the institution that granted the applicant's highest degree must be requested by the applicant and sent directly by regular mail or by e-mail to:**  
[Huntsville.Superintendent@LanierFord.com](mailto:Huntsville.Superintendent@LanierFord.com)

For additional information, please contact Christopher Pape at (256) 535-1100 or [CMP@LanierFord.com](mailto:CMP@LanierFord.com).

**DEADLINE FOR APPLYING: ALL APPLICATIONS FOR THE POSITION MUST BE RECEIVED IN THE OFFICE OF LANIER FORD BY THE CLOSE OF BUSINESS 5 P.M. CENTRAL STANDARD TIME ON MAY 26, 2023. APPLICANTS ARE STRONGLY URGED TO PERSONALLY VERIFY TIMELY SUBMISSION OF THEIR APPLICATION MATERIALS.**

**Posting of Notice:** This notice is made, published, and posted all in accordance with Title 16-12-1, *Code of Alabama, 1975*; Title 16-22-15, *Code of Alabama, 1975*. This notice shall be posted at <https://www.huntsvillecityschools.org/>; in a conspicuous place by the Principal of each school; in District work areas/sites; at the Annex of the Board of Education located at 714 Bob Wallace Ave SW, Huntsville, AL 35801 Huntsville, Alabama; and on various electronic posting services for educational administrative positions in Alabama and neighboring states, for thirty (30) calendar days before the position is to be filled. The Huntsville City Board of Education is an equal opportunity employer.

**Timeline:** The Board has established an anticipated timeline for the search to fill the Superintendent position. The timeline is attached to this notice and is part of the application packet found at <https://www.huntsvillecityschools.org/>.

**Background Check:** A background investigation may be required for consideration for this position. These investigations may include, but are not limited to, an analysis of public and private documents; contact with former employers; verification of employment, education, and credentialing; information from background check providers; contact with professional references; and other pertinent information. Your signature on the application is authorization for Huntsville City Schools, its legal counsel, and its agents, to conduct a background investigation as described above including a credit history report. Your signature on the application is your acknowledgment that information revealed from the background investigation may be used for determining eligibility and qualification for pre-employment consideration and for continued employment if hired. The Applicant will be notified in accordance with the Fair Credit Reporting Act (FCRA) before any employment decision is made if based on information in the report and any information gathered will be provided to the applicant by Lanier Ford upon written request.

**The Huntsville City Board of Education reserves the right to waive nonmaterial defects or discrepancies in applications; to verify, clarify, or obtain additional information regarding applicants, including relevant background information; and to consider qualified candidates who have not participated in the formal application process described above.**

Huntsville City Board of Education  
Superintendent Search Timeline

April 25, 2023	Board of Education approves Process for Superintendent Search
April 26, 2023	Notice of Vacancy, Application, and other related materials are posted
April 26 – May 26	Applications received by Lanier Ford at <a href="mailto:Huntsville.Superintendent@LanierFord.com">Huntsville.Superintendent@LanierFord.com</a>
May 26 at 5:00 pm	Deadline for receipt of applications
May 26 – June 5	Board members rate applicants
June 6	Board attorney presents finalists to Board at its Work Session
June 7 – June 12	Board interviews 3 finalists
June 13, 2023	Board of Education selects new Superintendent at Board Meeting

***The Huntsville City Board of Education reserves the right to modify the above timeline as necessary.***