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302 W. BROAD STREET  
MANSFIELD, TEXAS 76063  
WWW.LEASORCRASS.COM

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**APPLICATION FOR POSITION OF  
SUPERINTENDENT - ABILENE ISD**

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**This is a confidential search. Only the Lone Finalist will be revealed.**

The Abilene ISD Board of Trustees is seeking an educational leader to serve as the Superintendent of Schools. The successful candidate must possess the following characteristics and qualifications:

- Possess a Texas Superintendent Certification.
- A professional educator with experience as a teacher and administrator with high standards with a minimum of three (3) years of central office administrative experience; Superintendent experience preferred.
- A professional educator with a strong background in student performance success, educational technology and career/tech programs that is knowledgeable in developing and utilizing curriculum and assessment that is consistent with reform requirements at the local/state/national levels.
- A respected manager that has demonstrated skill in supervising employees at all levels including establishing goals, completing evaluations, and stimulating growth while fairly implementing personnel policies, procedures, and practices in order to recruit and retain the highest quality staff for Abilene ISD.
- A delegator with integrity who possesses the ability to motivate staff and students while bolstering morale who empowers staff members to carry out their responsibilities independently while remaining knowledgeable and accountable for the District's overall progress in carrying out its mission.
- An energetic mentor experienced in sound management practices, with appropriate planning and decision-making skills to ensure that District dollars are optimized.
- A visible leader with a reputation of an open, approachable, ethical, and enthusiastic personality who is involved in and visible throughout the District and community;
- A role model for students and staff who demonstrates integrity and exemplary moral character along with excellent people skills.
- A trustworthy collaborator willing to organize and lead the District through consensus building among District stakeholders.
- A strong team builder with the ability to strategically plan and carry out a District vision/mission of excellence at all levels and in all departments.
- A leader with a track record of increasing performance at the campus and/or district level.

## **CONDITIONS OF EMPLOYMENT**

|                              |                                     |
|------------------------------|-------------------------------------|
| Salary and benefits:         | Negotiable, depending on experience |
| Criminal History/Background: | Required                            |
| Fingerprinting:              | Required                            |
| Residence Requirement:       | Must live in District               |

**Application file should include:**

- Letter of Interest
- Current Resume
- Brief Description of Major Accomplishments/Career Vita
- Written Response to Board Inquiries
- List of References
- Verification of Superintendent Application
- Copies of Certificate(s)

**Application packets should be electronically submitted to:**

*suptsearch@leasorcrass.com* with the subject line to read “Abilene ISD Application”

**If you prefer to have color copies submitted to the board, please mail 8 copies to:**

Rhonda Crass, 302 West Broad Street, Mansfield, TX 76033  
(A reply email will be sent to confirm submission has been received.)

**Application Deadline: March 4, 2024**

**Desired Beginning Date: May 20, 2024**

**Applicants will participate in a short online interview after application has been received. You will be given a link to the short four question online interview. The online interview will be recorded and will be given to the Board as a part of the application.**

**The superintendent search will be conducted by Leasor Crass, P.C.**

Contact: Rhonda Crass, Shareholder  
682.422.0017 or rhonda@leasorcrass.com

**All applications will be treated confidentially and only the Lone Finalist will be revealed. Applicants are not to contact any members of the Board of Trustees. The final selection and appointment is the sole responsibility of the Board of Trustees. All personnel of the Abilene Independent School District are employed without regard to race, color, religion, sex, disability, age, or national origin. For clarification and application inquiries, call 682.422.0009.**

## **Timeline**

|   |                         |
|---|-------------------------|
| Application Deadline                          | March 4, 2024           |
| Application Review by Board                   | March 8, 2024           |
| Select Best Qualified Applicants to Interview | March 19, 2024          |
| Initial Round of Interviews                   | March 25-27, 2024       |
| Select Candidates for Second Round Interviews | March 28, 2024          |
| Follow up Interview                           | April 1-3, 2024         |
| Board names Lone Finalist                     | April 4 or 8, 2024      |
| Board votes to hire Lone Finalist             | April 29 or May 6, 2024 |
| Preferred Start Date                          | May 20, 2024            |

### **Written Inquiries for the Board**

1. What is the most important school function a superintendent such as you would perform?
2. How does your teaching experience influence or relate to your ability to achieve student success in Abilene ISD?
3. What leadership qualities and behaviors do you possess to build and maintain trust between the superintendent and other leaders within the organization?

### **VERIFICATION FOR SUPERINTENDENT APPLICATION**

Please attach a brief explanation for any circumstances arising from the questions below that you are unable to initial. I hereby certify that none of the listed conditions have occurred by initialing each of the following:

\_\_\_\_\_ I have never left any educational school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review, or investigation of alleged misconduct or alleged violation of the professional standards of conduct or had reason to believe such investigation was imminent.

\_\_\_\_\_ I am currently not the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of the professional standards of conduct.

\_\_\_\_\_ I have never failed to complete a contract for educational services in any educational or school-related position because of any alleged misconduct or alleged violation of the professional standards of conduct.

\_\_\_\_\_ I have never had a professional certificate, credential or license of any kind revoked or suspended, nor have I been placed on probationary status for any alleged misconduct or alleged violation of the professional standards of conduct.

\_\_\_\_\_ I have never been denied a professional license for which I applied or was granted a professional license on a conditional or probationary basis for any alleged misconduct or alleged violation of the professional standards of conduct.

\_\_\_\_\_ I have never surrendered a professional license of any kind before its expiration.

\_\_\_\_\_ I have never been disciplined by any public agency responsible for licensure of any kind, including, but not limited to, educational licensure.

\_\_\_\_\_ I have never been convicted or been granted conditional discharge by a court for any: (a) felony, (b) misdemeanor, or (c) major traffic violation, such as: driving under the influence of intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while my license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties of a driver or witness at an accident.

\_\_\_\_\_ I have never entered a plea of guilty or no contest relative to any charge for an offense listed in the question above.

\_\_\_\_\_ I have never had any civil judgment or other court order entered against me resulting from abuse, assault, battery, harassment, intimidation, neglect, stalking or other threatening behavior toward other persons.

\_\_\_\_\_ I have never been the subject of a substantiated report of child abuse or sexual misconduct involving a K-12 student or minor child.

\_\_\_\_\_ I am currently not the subject of an ongoing investigation related to a report of suspected child abuse or sexual misconduct (involving a K-12 student or minor child).

### **CERTIFICATION OF VERIFICATION**

The information that I have provided in this Verification of Superintendent 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 dismissal from employment, if hired.

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 misconduct related to my employment; (c) the dates of any substantiated reports; (d) the definitions of child abuse and sexual misconduct used by the education provider when the determination was made that any reports were substantiated; and (e) the definitions of child abuse and sexual misconduct used by my education provider employer to determine whether any reports were substantiated.

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

I acknowledge that finalists in this superintendent search may be subject to criminal records check by the school district and a license review through the Texas Teacher Standards and Practices Commission or any other relevant state licensing agency related to my employment.

I acknowledge that the school district may conduct an Internet search, reference checks, background investigations and confirmation of employment as a part of this application.

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Signature of Applicant

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Printed Name of Applicant

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Date