

Nursery Independent School District  
Superintendent/Principal Vacancy Announcement

Nursery ISD is seeking a quality leader with knowledge of Instruction, Finance and School Administration, who understands small school districts to serve as a Superintendent/Principal of School. Prior successful school leadership at the district and/or campus level is preferred. The 2018 District rating is Met Standard. The overall score achieved by the district was 90, achieving five of the possible six distinction designations. Nursery ISD/Nursery Elementary has a long history of proven academic success. Nursery Elementary is the only campus of Nursery ISD. Nursery Elementary school is a Pre-K through fifth grade campus. As a small school and single campus district, Nursery prides itself on having a family atmosphere, teachers knowing all the students, and a strong Parent Teacher Organization. The Board of Trustees consists of only three members.

Nursery ISD is a single campus, PK-5 district located along Highway 87, midway between Victoria and Cuero. Nursery employees 17 staff member of whom 9 are full time teachers. Enrollment is approximately 135 students. Student demographics are: 38% Hispanic, 53% white and 4% African American with 60% Economically Disadvantaged.

Application process is as follows:

Deadline for applications: Applications must be received by 5:00 PM on May 15, 2019.

The anticipated start date for this new Superintendent/Principal is as soon as possible, but no later than July 15, 2019.

A Texas School Principal certification is required. A Texas School Superintendent certification is strongly preferred.

Salary and benefits are competitive and commiserate with experience.

Applicants must submit the following information:

- Completed application – found at [nurseryisd.org](http://nurseryisd.org)
- Letter of interest indicating qualifications and reasons for interest in this position
- Current Resume
- List of 5 references with current email and phone numbers
- Copy of current certifications
- Copy of all transcripts showing degrees earned
- Any other relevant information that will help in determining qualifications

All application materials are confidential.

Qualified applicants will be contacted by Mr. Chris Ulcak outgoing Superintendent/Principal.

Applicants are NOT to contact any member of the Nursery ISD Board of Trustees.

Questions can be addressed to Chris Ulcak at [culcak@nurseryisd.org](mailto:culcak@nurseryisd.org) or 361-575-6882.

Send all application materials to:

Email: [superintendent.search@nurseryisd.org](mailto:superintendent.search@nurseryisd.org)

Mail: Nursery ISD

P.O. Box 69

Nursery, TX 77976-0069

# Nursery Independent School District

P. O. Box 69

Nursery, TX 77976

13254 Nursery Drive, Victoria, TX 77904

## EMPLOYMENT APPLICATION SUPERINTENDENT / PRINCIPAL

We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, martial status, veteran or military status, disability, or any other legally protected status.

*An Equal Opportunity Employer*

### Personal Data

Date of Application:

Social Security Number:

Name:

*Last*

*First*

*Middle Name*

Current Address:

*Street/Box*

*City*

*State*

*Zip Code*

Other Address Where You May Be Reached:

Work Phone:

Home Phone:

Cell Phone:

Other Name That May Appear On Records:

*(Used for certification, reference, & criminal history record checks)*

### Position Data

Credentials included with application:

- Letter of Intent
- Resume
- List of References (5) with current email and phone numbers
- All teaching & professional certificates or licenses
- All transcripts showing degrees
- Reference / Recommendation letters
- Other

Date You Can Begin Work:

Have you been employed by the Nursery ISD in the past?  Yes  No

If you answered yes, provide the dates of employment:

### Professional Data

Please list relevant professional activities. Omit references to organizations that would reveal race, age, ethnic origin, or religion.

Papers/articles published:

Seminars/workshops conducted:

Other related professional activities:

### General Information

Do you have a relative who serves on the Nursery ISD Board of Education?

Yes  No

If yes, please provide the relative's name and relationship:

Have you ever been convicted of a violation of law other than a minor traffic violation?

Yes  No

If yes, please explain

Have you ever had a professional certificate revoked or suspended?

Yes  No

If yes, please explain

Have you been convicted of any offense for physical or sexual abuse of a child?  Yes  No  
If yes, please explain

Have you ever had a charge of child abuse against you substantiated?  Yes  No  
If yes, please explain \

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the employment of another school district?  Yes  No  
If yes, please give the name of the district, the date and the reason for the resignation or termination

Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?  Yes  No  
If yes, please state where, when, and the nature of the offense:  
*(A felony conviction is not an automatic bar to employment. The District will consider the nature, date, and relationship between the offense and the position for which you are applying.)*

## Verification

I hereby affirm that all information provided in this application and attachments is true and accurate to the best of my knowledge and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from liability for any damage that may result from furnishing the same to you.

I understand that the district is authorized by Texas Education Code §22.083 to obtain criminal history record information on applicants the district intends to employ.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

This application becomes the property of the District. The District reserves the right to accept or reject it. Please send complete resume, copies of all transcripts, and copy of teaching certificate. Please mail or fax: (361) 575-6882.

# NURSERY INDEPENDENT SCHOOL DISTRICT

## Volunteer Criminal History Record Information Addendum

### Confidential

The Nursery Independent School District is authorized by state law to obtain criminal history record information on applicants being considered for employment (Texas Education Code Section §22.083). The information requested below is necessary to obtain criminal history record information.

Have you ever been convicted of, plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a misdemeanor or felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)?

YES     NO

(A criminal record is not an automatic bar to employment. The district will consider the nature, date and relationship between offense and the position for which you are applying. False information supplied on an application is, however, cause for disqualification/dismissal.)

Name				
	Last	First	Full Middle Name	Maiden
	Social Security Number	Driver's License No.	Type of Driving License (A, B, C, etc.)	Hair Color
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Height	Ethnicity:	Eye Color
			<input type="checkbox"/> African American	
			<input type="checkbox"/> White	
			<input type="checkbox"/> Hispanic	
			<input type="checkbox"/> Other: _____	
Date of Birth	Birthplace	Weight		

I understand that the information I am providing about age, sex, and ethnicity will not be used to determine eligibility for employment but will be used **solely** for the purpose of obtaining criminal history record information.

I consent to the Nursery ISD doing a criminal history check.     yes     no    Date: \_\_\_\_\_  
 (This serves as your signature.)

**FOR OFFICE USE ONLY**

Criminal Record Check

Date Returned: \_\_\_\_\_

Cleared: \_\_\_\_\_

Initials: \_\_\_\_\_

Email address: \_\_\_\_\_

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

City/State: \_\_\_\_\_

Phone where you can be reached: \_\_\_\_\_

**This form will be removed from the application and filed separately in the personnel office.**

**THE REVERSE SIDE MUST BE COMPLETED**

# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

I, \_\_\_\_\_, acknowledge that a Computerized Criminal

(Applicant or EMPLOYEE NAME (Please print))

History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Suchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

**(This copy must remain on file by your agency. Required for future DPS Audits.)**

\_\_\_\_\_  
Signature of Applicant or Employee

\_\_\_\_\_  
Date

Nursery Independent School District  
Agency Name (Please print)

Christopher Ulcak, Superintendent  
Agency Representative Name (Please print)

\_\_\_\_\_  
Signature of Agency Representative

\_\_\_\_\_  
Date

<b>Please: Check and Initial each Applicable Space</b>	
CCH Report Printed:	
YES _____ NO _____	_____ initial
Purpose of CCH: _____	
Employee _____	_____ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	

**THE REVERSE SIDE MUST BE COMPLETED**