

Bossier Parish School Board
"An equal opportunity employment agency"
ADMINISTRATIVE APPLICATION for Superintendent
(Please type—rev. 2016)

Name **Wendell Scott Smith** SS# _____

Mailing Address _____ Phone No. HOME/CELL _____

Date of Application **April 5, 2016**

EDUCATION

Degree **Batchelor of Science** Area **Elementary Education** University **Centenary College**

Degree **Masters in Education** Area **Elementary Administration** University **Centenary College**

Degree _____ Area _____ University _____

LOUISIANA CERTIFICATE HELD (If you are from outside the Bossier Parish School System, please attach a copy of your teaching certificate.)

Type **Teaching Certificate** Number **A 044680** Date Issued **1981**

AREAS OF CERTIFICATION

School Superintendent -- **12/18/2006**

Principal -- **12/05/1996**

Elementary School Principal -- **09/03/1985**

Elementary Grades -- **01/27/1981**

TEACHING AND/OR (ADMINISTRATIVE) EXPERIENCE

Parish **Bossier** No. of Yrs. **1** Job responsibility **Acting Asst. Principal, Rusheon M/S**

Parish **Bossier** No. of Yrs. **4** Job responsibility **Asst. Principal, Benton M/S and H/S**

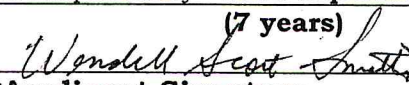
Parish **Bossier** No. of Yrs. **14** Job responsibility **Principal, Benton H/S**

Military Service: **N/A** No of Yrs. _____ Branch _____

PRESENT TEACHING OR ADMINISTRATIVE ASSIGNMENT

Location **Bossier School Board Central Office** Job Responsibility **Asst. Superintendent / Administration**

(7 years)


**Applicant Signature

NOTE:

Please include a resume` when submitting your application.

All certifications must be on the teaching certificate and all qualifications must be met at the time of application before an applicant can be considered for the job position.

SCOTT SMITH

BOSSIER PARISH SUPERINTENDENT OF SCHOOLS:

Highly qualified and results-driven Assistant Superintendent with 36 years of combined teaching and administrative experience at the Elementary, Middle, and High School levels. Leverages finely-honed interpersonal and communication skills to successfully manage school staff and students, achieving academic goals and objectives. Energetic and goal-oriented with a genuine passion for education and well-rounded background in supporting a progressive organization in optimizing performance and education process. Currently seeking the position of Bossier Parish Superintendent of Schools that will effectively utilize all acquired skills and abilities as follows:

KEY STRENGTHS:

- Funds Management
- Program Coordination
- Campus management and Maintenance
- District Staff/School Staff/Student Supervision
- Relationship Building
- * Safety Administration
- * Curriculum Development
- * Elementary/Middle/High School and District Administration
- * Policy Development
- * Performance Evaluation at School and District levels

PROFESSIONAL PROFILE:

BOSSIER PARISH SCHOOL BOARD DISTRICT OFFICE
Assistant Superintendent

2009 – Present

Assumes full responsibility for administration to all district principals, multiple directors and supervisors, along with answering parental concerns for 22,000+ students and 3,000 employees. I have assumed many other duties, functions, and responsibilities as assigned by the superintendent.

- Developed the A.P.P.L.E.S. (Assistant Principals Professional Leadership Seminars), a program designed to assist AP's school law and policies pertaining to their job responsibilities.
- Enhanced and improved the P.A.L.S. (Prospective Administrators' Leadership Seminars) Program designed to prepare prospective administrators in our parish to assume leadership roles within the district.
- Currently developing the first Principals' Handbook for the Bossier Parish School System.

- Developed the rubric and evaluation instrument for a clean/well-maintained school campus and district centers.
- Have conducted numerous principal in-services based on my attendance at the annual Louisiana School Law Workshop presented by Hammonds and Sills, along with Louisiana Tech University.

BENTON HIGH SCHOOL/MIDDLE SCHOOL, Benton, LA

1995 – 2009

Principal

Assumed full responsibility for providing leadership and vision for Benton High School to the community, parents, teachers, other faculty, and students (700+ students and 75+ employees).

- ^ Began the Science, Technology, Engineering, and Math program (STEM) in efforts to exceed the state's highest academic endorsement, as well as prepare students for stringent college science/math programs.
- ^ Added 10 new clubs and organizations, as well as 4 more sports programs (over half of the student body participates in athletics).
- ^ Started the JROTC program, and within 3 years had the nation's largest percentage of student enrollment in an Air Force JROTC program among public schools (received Honor Status in 2008 and \$1.9M in scholarships).
- ^ Implemented a uniform policy (1st public high school in NW LA to do so) which later spread to all high schools in Bossier Parish.
- ^ Facilitated the installation of computers and multi-media projectors in every classroom
- ^ Transformed the curriculum by adding 21 new course offerings.
- ^ Conducted workshops on the local/state level on effective classroom management techniques.
- ^ Won the Shreveport Times All Sports Award for best post-season performance in all sports combined.
- ^ Won the "Cleanest Campus Award" multiple times, as well as several attendance awards.
- ^ Past President of the Bossier Association of Principals and elected member of the Louisiana High School Athletic Association Executive Committee.

BENTON MIDDLE/SENIOR HIGH SCHOOL, Benton, LA

1991 – 1995

Assistant Principal

Held accountable for performing duties as assigned by the Principal, including school-wide discipline, curriculum and oversight of school functions.

RUSHEON MIDDLE SCHOOL, Bossier City, LA

1990 -- 1991

Acting Assistant Principal

Led and piloted the Guided Alternative to Suspension Program (GASP), which minimizes out-of-school suspensions. I also developed the curriculum for the program that was later administered district-wide.

EDUCATION & CERTIFICATIONS:

Centenary College: Masters in Education (Elementary Administration), B.S. in Elementary Education

School Superintendent: 12/2006, **Principal:** 12/1996, **Elementary School Principal:** 9/1985
Elementary Grades: 1/1981, **PIP 6**