



# Riviera Independent School District

203 Seahawk Drive, Riviera, Texas 78379

Phone 361-296-3101 Fax 361-296-3108

[www.rivieraisd.us](http://www.rivieraisd.us)

## NOTICE OF VACANCY FOR SUPERINTENDENT

### HOW TO APPLY

Applicants can download a **Superintendent's Application (District Administration Application)** at [www.rivieraisd.us](http://www.rivieraisd.us) or request that an application be sent by email or mail. Applicants should email or mail (1) a Riviera ISD District Administration Application, (2) a letter of interest, (3) complete resume with references, and copies of current Texas credentials to: [kunterbrink@rivieraisd.us](mailto:kunterbrink@rivieraisd.us) or to Mrs. Karen Unterbrink, Riviera Independent School District, 203 Seahawk Drive, Riviera, TX 78379.

Applicants selected for interviews will be contacted. All submitted applications and application packets become the property of Riviera Independent School District. All questions should be directed to Mrs. Karen Unterbrink at [kunterbrink@rivieraisd.us](mailto:kunterbrink@rivieraisd.us) or 361-296-3101, ext. 3.

### PROPOSED TIMELINE

Application deadline: May 3, 2021  
Review of applicants: May 6, 2021  
Initial interviews begin: May 7, 2021  
Lone Finalist named: on or before May 14, 2021  
Superintendent named: on or before June 7, 2021

Salary is negotiable based on experience. All Riviera ISD full-time employees are eligible for employee insurance.

### QUALIFICATIONS AND CHARACTERISTICS

The Superintendent is accountable to the Riviera ISD Board of Trustees. The Superintendent is expected to work closely with the Board to develop and implement policies, procedures and programs that are in line with the District's mission. Successful candidates for this position will possess skills in the following areas:

- A valid Texas Superintendent Certification
- Preferred classroom teaching experience and a successful campus-level principal and/or central office administrator.
- A working knowledge of budgeting and Chapter 41 public school finance and understands the importance of being fiscally conservative.
- Demonstrates strong skills in educational leadership, exhibits honesty, diplomacy, and believes in empowering others.
- A strong background in student performance and works with all stakeholders to develop a vision academic success.
- Integrity and exemplary moral character along with excellent people skills and the ability to be fair and objective.
- Excellent communication skills, is a good listener, and keeps both staff and the community informed.
- An ability to unite people and encourages cooperation at all levels.
- The ability to work with and relate to all board members equally.
- A strong desire to be a part of our community and the willingness to be present at extra-curricular and community events.

# RIVIERA ISD

## Employment Application

203 Seahawk Drive  
Riviera, Texas 78379  
Phone: (361) 296-3101  
Fax: (361) 296-3108  
Website: [www.rivieraisd.us](http://www.rivieraisd.us)



*Rooted in Tradition, Growing with Pride!*

## District Administrator

Application for

\_\_\_\_\_ Name

\_\_\_\_\_ Address

\_\_\_\_\_ City, State, Zip

Position for which you applying \_\_\_\_\_

# RIVIERA ISD EMPLOYMENT APPLICATION FOR DISTRICT ADMINISTRATOR

*Riviera ISD is an Equal Opportunity Employer\**

<b>Date of Application</b> _____ <b>Social Security Number:</b> XXX-XX-_____																					
<b>Personal Data</b>	Name _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: -10px;"> <span><i>Last</i></span> <span><i>First</i></span> <span><i>Middle initial</i></span> </div> Current Address _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: -10px;"> <span><i>Street/Box</i></span> <span><i>City</i></span> <span><i>State</i></span> <span><i>ZIP Code</i></span> </div> Email Address _____ Home Phone _____ Cell Phone _____ Other Phone _____ Other name that may appear on records _____ Driver's License Number _____ from State of _____ <p style="text-align: center; font-size: x-small; margin-top: 5px;"><i>(Used for certification, reference, and criminal history record checks)</i></p>																				
<b>Position Data</b>	List the position for which you are applying: _____  Credentials included with application: <input type="checkbox"/> Résumé <input type="checkbox"/> Letter of Interest <input type="checkbox"/> Letter(s) of Recommendation <input type="checkbox"/> All teaching and professional certificates or licenses <input type="checkbox"/> All transcripts showing degrees Date you can begin work _____  Have you been employed by RIVIERA ISD in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No  If you answered yes, provide dates of employment _____  Reason for leaving: _____																				
<b>Education/Training</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Name and Location of Schools Attended</th> <th style="width: 20%;">Course of Study and Major/Minor</th> <th style="width: 30%;">Diploma, Degree, Certificate, or License Granted</th> <th style="width: 20%;">Year Graduated <i>(College only)</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name and Location of Schools Attended	Course of Study and Major/Minor	Diploma, Degree, Certificate, or License Granted	Year Graduated <i>(College only)</i>																
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## RIVIERA ISD EMPLOYMENT APPLICATION FOR DISTRICT ADMINISTRATOR

<b>Certification/Licensure</b>	<p><b>Certificates or Licenses currently held:</b></p> <p><input type="checkbox"/> Superintendent of Schools</p> <p><input type="checkbox"/> Mid-Management Administrator</p> <p><input type="checkbox"/> Valid Texas Educator Certification</p> <p><input type="checkbox"/> Valid Other State _____</p> <p><input type="checkbox"/> Texas One-Year (out-of-state/country): Expiration date: _____</p> <p><input type="checkbox"/> Other: _____</p> <p>Category/Level(s) of Certification: _____</p> <p>Areas of Specialization/Supplemental Certificates/Endorsements (as listed on certification):</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<b>Teaching Experience</b>	<b>List teaching experience beginning with most recent years.</b>			
	Name / Location of School		Name / Location of School	
	Type of Assignment		Type of Assignment	
	Dates Taught		Dates Taught	
	Principal's Name / Phone		Principal's Name / Phone	
	Reason for Leaving		Reason for Leaving	
	Name / Location of School		Name / Location of School	
	Type of Assignment		Type of Assignment	
	Dates Taught		Dates Taught	
	Principal's Name / Phone		Principal's Name / Phone	
Reason for Leaving		Reason for Leaving		

## RIVIERA ISD EMPLOYMENT APPLICATION FOR DISTRICT ADMINISTRATOR

<b>Administrative Experience</b>	<b>Please provide a list of all other jobs or administrative positions you have held in the past 10 years. Attach additional sheets if necessary.</b>					
	Employer Name and Location		Employer Name and Location			
	Position/Title Held		Position/Title Held			
	Dates Employed		Dates Employed			
	Supervisor's Name /Phone		Supervisor's Name / Phone			
	Reason for Leaving		Reason for Leaving			
	Employer Name and Location		Employer Name and Location			
	Position/Title Held		Position/Title Held			
	Dates Employed		Dates Employed			
	Supervisor's Name and Phone		Supervisor's Name and Phone			
	Reason for Leaving		Reason for Leaving			
	<b>References</b>	<b>Please list references the district can contact regarding your work history.</b>				
		Full Name of Reference	School District/ Firm Name	Mailing Address	Position/Title	Area Code/ Phone Number

## RIVIERA ISD EMPLOYMENT APPLICATION FOR DISTRICT ADMINISTRATOR

General Information	<p>Do you have a relative who serves on the Board of Trustees or is an employee of RIVIERA ISD?  <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the relative's name and relationship: _____                  _____</p> <p>Have you ever been convicted of, pled 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)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state where, when, and the nature of the offense: _____                  _____                  _____</p> <p style="text-align: center;"><i>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.</i></p>
Verification	<p>I hereby affirm that all information provided in this application 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.</p> <p>I authorize the references listed on the previous page 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.</p> <p>I understand that the district is required by Texas Education Code to review criminal history of applicants. I understand that periodic submission to random drug testing may be a condition of employment.</p> <p style="text-align: center;">                 _____  <b>Signature</b> <span style="margin-left: 200px;">_____</span>  <b>Date</b> </p> <p><b>This application becomes the property of the district. The district reserves the right to accept or reject it.</b></p>

*\*Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*

The District Title IX Coordinator is Karen Unterbrink, Superintendent, 203 Seahawk Dr., 361-296-3101.



# DPS Computerized Criminal History (CCH) Verification

## (AGENCY COPY)

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

APPLICANT or EMPLOYEE NAME (Please print)

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

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

In order to complete the fingerprint 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 \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

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

\_\_\_\_\_  
Signature of Applicant or Employee (optional)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name (Please print)

\_\_\_\_\_  
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: _____	
Empl ___	Vol/Contractor ___ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
<b>Retain in your files</b>	