



Application for the Position of District Superintendent



"Genesee Valley BOCES is built on a legacy of commitment, compassion, and dedication to the children and communities we serve. Through collaborative leadership, innovative systems, and data-informed decision-making, we create quality solutions to emerging educational challenges while ensuring every learner has the opportunity to thrive."

District Superintendent Employment Application for Genesee Valley BOCES

Submit the following to the search consultant: letter of intent clearly stating your interest in the position and specific qualifications for the position (NYS SDA, SDL, or equivalent out-of-state certification), completed application form, resume, and letters of reference. Please fill out the entire application in detail as the form will be separated from other papers during the process. Please note that candidates will be asked to provide official university transcripts prior to interview.

Personal Information:

Last Name First Middle Initial

Home Address Home Phone w/Area Code

Preferred Email Address Cell Phone w/Area Code

Applications Returned To:

David O'Rourke, Ph.D.
District Superintendent & Chief Executive Officer
Erie 2-Chautauqua-Cattaraugus BOCES
8685 Erie Road
Angola, NY 14006

Email Inquiries:

David O'Rourke, Ph.D.,
Erie 2-Chautauqua-Cattaraugus BOCES
(716) 549-4454, ext. 4029 or dorourke@e2ccb.org

Applicants should not contact members of the Genesee Valley BOCES Board or BOCES personnel.
All inquiries must be directed to Dr. O'Rourke.

Application Filing Deadline:
April 10, 2026

Genesee Valley BOCES offers employment and educational opportunities without regard to race, color, national origin, sex, disability, or age.

Education & Professional Preparation:

High School & Location

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College Institution & Location	Degree Earned	Major/Minor	Sem. Hrs.	Date

Certification / Title	State	Date Issued	Expiration Date

Have you completed the Superintendent Development Program (SDP) or Future Superintendent Academy (FSA)?

Yes
 No
 No, but currently enrolled

Tenure Status

Were you ever appointed to tenure in a public school district in New York State?
 Yes
 No
 If yes, complete:

Tenure area: _____

Date tenure granted: _____

Name and address of school district where tenure was granted: _____

If you were appointed to tenure in other district(s) and/or tenure area(s), please attach that information to the application.

Current Employment:

Employer: _____ Business Phone w/Area Code: _____

Address: _____

Job Title: _____ Date Employment Began: _____

Immediate Supervisor, Title, and Phone: _____

May we contact for reference? Yes No Later

School District Enrollment: _____ Annual Budget: _____ Total # of Employees: _____

Summarize the nature of the work performed and job responsibilities: _____

Previous Employment:

Employer: _____ Business Phone w/Area Code: _____

Address: _____

Job Title: _____ Dates of Employment: _____

Immediate Supervisor, Title, and Phone: _____

May we contact for reference? Yes No Later Reason for Leaving: _____

School District Enrollment: _____ Annual Budget: _____ Total # of Employees: _____

Summarize the nature of the work performed and job responsibilities: _____

Employer: _____ Business Phone w/Area Code: _____

Address: _____

Job Title: _____ Dates of Employment: _____

Immediate Supervisor, Title, and Phone: _____

May we contact for reference? Yes No Later Reason for Leaving: _____

School District Enrollment: _____ Annual Budget: _____ Total # of Employees: _____

Summarize the nature of the work performed and job responsibilities: _____

Employer: _____ Business Phone w/Area Code: _____

Address: _____

Job Title: _____ Dates of Employment: _____

Immediate Supervisor, Title, and Phone: _____

May we contact for reference? Yes No Later Reason for Leaving: _____

School District Enrollment: _____ Annual Budget: _____ Total # of Employees: _____

Summarize the nature of the work performed and job responsibilities: _____

Should you require more space, please attach additional pages to the application.

Military Experience:

Branch of Service: _____ Rank/Specialty: _____

Dates of Service: _____

Did you have anything other than an honorable discharge? Yes No

If you answered yes, you will not necessarily be disqualified as an applicant for employment. Please explain below:

Additional Information:

Have you ever been convicted of a crime (misdemeanor and/or felony)? Yes No

Are any criminal charges or proceedings pending against you? Yes No

Have you ever been dismissed from a position? Yes No

Have you ever resigned from a position to avoid a denial of tenure? Yes No

Have you ever resigned as an alternative to facing any type of charges or dismissal? Yes No

Have you ever been found guilty of charges pursuant to New York State Education Law 3020-a? Yes No

Have you ever been the subject of a Part 83 notification to the NYS Education Department? Yes No

Have you ever had a teaching/administrative certificate revoked or suspended? Yes No

If you answered yes to any of the above, you will not necessarily be disqualified as an applicant. Please explain below or on an attached page:

Are you able to perform the essential functions of this position with or without reasonable accommodations? Yes No

Are you legally eligible for employment in this country? Yes No

If employed, you will be asked to produce two original forms of identification.

References:

Are you applying confidentially?*

Yes No

*If you indicate a confidential application, you can expect we will **NOT** contact references during the confidential portion of the search.

Please provide four (4) individuals who may be contacted to provide a reference on your professional performance, professional demeanor, and/or professional achievements. These must include an administrator who has worked for or currently works for you, a board member, a president of a local bargaining unit, and a prominent community member. Please do not state "see resume."

Administrator: _____ Dates Known: _____

Title: _____

Address: _____

Work Phone w/Area Code: _____ Home Phone w/Area Code: _____

Board Member: _____ Dates Known: _____

Title: _____

Address: _____

Work Phone w/Area Code: _____ Home Phone w/Area Code: _____

Bargaining Unit President: _____ Dates Known: _____

Title: _____

Address: _____

Work Phone w/Area Code: _____ Home Phone w/Area Code: _____

Prominent Community Member: _____ Dates Known: _____

Title: _____

Address: _____

Work Phone w/Area Code: _____ Home Phone w/Area Code: _____

Waiver and Release for Applicant Background Check:

By signing below, I hereby authorize Erie 2-Chautauqua-Cattaraugus BOCES and Genesee Valley BOCES to verify and investigate all statements I have made on the employment application, related papers, and in interviews, and I further waive the right of access to any information submitted by these references. If I am selected as a finalist, I authorize the BOCES to contact all employers and personal references listed on my employment application. In addition, I authorize all individuals, schools and employers mentioned on my employment application to freely provide any information requested that may be relevant and helpful in making a hiring decision. I release any such individuals, schools and employers from any and all legal liability or damage for disclosing any information about me.

I do hereby affirm that all statements and materials submitted by me are true and complete. I understand that any false or inaccurate statements will be considered justification for disqualification of my application or termination of my employment, if discovered at any time after employment has commenced. In addition, I understand that if this form is not signed and submitted with the appropriate completed application form, I will not be considered for employment by Genesee Valley BOCES.

Signature

Date

Applicant's Statement:

I certify that all statements herein are true, accurate and complete, and I understand that any false, misleading, or willful omissions shall be just cause for dismissal or refusal of employment. I understand that Erie 2-Chautauqua-Cattaraugus BOCES, acting on behalf of Genesee Valley BOCES (hereafter known as "the BOCES"), will thoroughly investigate my work and personal history and verify all data given on this application, related papers, and in interviews. I authorize all individuals, schools and employers mentioned therein to provide any information requested about me, and I release them from any and all legal liability or damage for disclosing information about me.

I understand that I am not guaranteed employment by merely completing this application and even if I am hired by the BOCES, this document is not to be considered a contract for employment. If I am chosen for employment by the BOCES, I agree to conform to its rules and regulations as set forth in the Employee Handbook and/or policies, and I acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the BOCES at any time at the BOCES's sole discretion without prior notice to me.

As specified in New York State Law, District Superintendents are appointed by the Board of Cooperative Educational Services with the approval of the Commissioner of Education.

Pursuant to the School Finger Printing Law (2000 New York Laws, Chapter 180), I understand that I will not be eligible for employment by the BOCES if the New York State Education Department does not clear me for employment after my fingerprints are reviewed by the Division of Criminal Justice Services.

If requested by the BOCES in connection with this application and if given a bona fide offer of employment, I agree to take a medical examination in accordance with BOCES policies. I agree that the examining authority may disclose the findings of these examinations to the BOCES and that my initial employment is conditioned upon meeting the requirements of that examination as established by the BOCES.

This employment application will be valid for one (1) year from the date it is received.

Signature

Date