An invitation to apply for the position of
SUPERINTENDENT
Application Deadline
March 19, 2021

Randolph Academy Union Free School District is a Special Act Public School District established by the New York State Legislature on June 4, 1985. Randolph Academy is one of eight such Special Act school districts created to educate students from the state’s private residential child care institutions.

Our district website is: www.randolphacademy.org

Instructional Program

Randolph Academy serves students with emotional and mental health disabilities, some of which are due to poverty, neglect, abuse or personal loss. Tracing our roots back to the 1860s in Randolph, N.Y., we have been a union-free school district for nearly 35 years. Today we operate campuses in Randolph and Hamburg with a combined capacity to serve up to 200 students.

Randolph Academy is regarded as New York State’s K-12 expert in Restorative Justice. By blending Restorative Justice and peer-based Normative Culture, student removals due to behavior issues are consistently reduced. As a result, New York State Regents test scores are in some cases double those of other students with disabilities. In fact, our senior class has achieved a 100 percent graduation rate in recent years.

Our students come to us from all over New York State. Our current enrollment is comprised of youth from roughly four dozen districts. Our Randolph Campus provides daily and residential learning options for kids from as far away as New York City and Long Island, while our Hamburg Campus (the former Hopevale School, acquired in 2011) serves youth from across Western New York who are bussed in for the day.

District Mission

Randolph Academy supports, empowers and educates students to live safely, behave responsibly, treat all persons with respect, advance toward their goals and succeed in the classroom.

Randolph Academy’s Board of Education

Mary Myers, President
Brad Sande, Vice-President
Ruth Henry, Member
Lee Anne Cali, Member
Leslie Shellenbarger, Member
Gregory Hawk, Member
Dr. Robert Olczak, Member

The Randolph Academy Union Free School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, national origin, sex, disability, or age. Further, the District does not discriminate on the basis of religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.

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Financial Data

Each June, the Board of Education approves the operating budget of the general fund which totals $9.1 million for the 2020-21 fiscal year. Approximately ninety-seven percent of the District’s revenue is derived from tuition charged to approximately sixty social service departments and school districts who enroll students at the District. The remaining revenue consists of BOCES aid, e-rate, State building aid, and other revenue. Tuition revenue is billed at the end of each month by applying a prospective tuition rate to the number of days students enrolled at the District. The tuition rate is determined annually by the New York State Rate Setting Unit, based on prescribed tuition rate methodology. Approximately 80% of the District’s expenditures consist of the salaries and benefits of approximately one hundred ten employees, including members of the Randolph Academy Professional Association and the Randolph Academy Support Association. These employees are also members of the New York State Employees’ Retirement System and Teachers’ Retirement System. All employees are eligible for coverage by the Cattaraugus-Allegany Health Insurance Consortium. The tuition rate methodology has built-in cost screens/limits that are based on trend factors, including growth factors and enrollment levels, and limits non-direct costs to thirty percent of total reimbursable expenditures.

The District receives Federal grants of approximately $200,000 and operates two cafeterias whose total budget approximates $150,000. Over the past 5 years the District completed various capital projects which includes: playgrounds at both Randolph and Hamburg Campuses; a basketball court at Hamburg Campus; window projects; and a cabinet project. Annually the District completed various capital projects which includes: playgrounds at both Randolph and Hamburg Campuses; a basketball court at Hamburg Campus; window projects; and a cabinet project. The District’s financial statements are annually audited by an independent certified public accountant.

An Invitation

To Apply for the Position of Superintendent of Schools

The Board of Education of the Randolph Academy Union Free School District is seeking to fill the position of Superintendent of Schools to replace the current Superintendent who retires at the end of the 2020-21 school year. The search process for this challenging position will be conducted over the next few months. The successful candidate will take office on July 1, 2021.

Selection Process

The Board is being assisted in the process of selecting a Superintendent by Scott E. Payne, District Superintendent and CEO, Cattaraugus-Allegany BOCES, who will screen applications and recommend a group of candidates to the Board. All decisions concerning the selection process and candidate appointment will be made by the Board. Candidates are requested to not make personal contact with the Board. All qualified candidates are encouraged to submit letters of interest, a completed application, and supporting credentials including at least four professional references by March 19, 2021 to:

Scott E. Payne
District Superintendent and CEO
Cattaraugus-Allegany BOCES
1825 Windfall Road
Olean, NY 14760
Telephone (716) 376-8223

Application Timeline

Application Deadline: March 19, 2021
Board of Education Reviews Application Folders: March 23, 2021
Preliminary Interviews: April 19, 20, 21, 2021
Final Interviews: May 10, 11, 13, 2021
Appointment Announced: On or about June 1, 2021
Superintendency Begins: July 1, 2021

Application Procedures

Terms of Employment:

It is the Board’s intent to offer the successful candidate an initial three-year contract with a minimum starting salary up to $160,000 and negotiable benefits, commensurate with the qualifications of the candidate selected. The Board would like the successful candidate to become a part of our community. It is preferred that the selected individual reside within the region and showing support or participating in activities at both campuses and in the region.

Candidate Qualifications:

The Randolph Academy Union Free School Board of Education recognizes variations in candidates’ qualifications. The Board of Education is committed to continuing the climate of excellence for students, faculty and the community. Candidates must possess exemplary personal and professional qualities as well as fit the following profile:

- Hold or be eligible for New York State School District Administrator certification;
- Minimum of five years of successful administrative experience;
- Experience as a Director of Special Education preferred;
- Strong oral and written communication skills;
- Experience with leadership in small schools;
- Ability to employ and support the use of available technology;
- Thorough knowledge of financial procedures relating to special act schools and budgeting matters ensure the quality and breadth of student programs;
- Strong instructional leadership skills including the ability to understand the implementation of CFA’s, measures of accountability, and how to lead a program of continuous improvement;
- A desire to develop a close professional working relationship with the Board of Education and an ability to keep the Board and the school community well informed;
- A willingness to think outside the box and employ creative solutions;
- An educational leader who brings integrity, trust, enthusiasm, compassion and the ability to sustain and foster an environment based on mutual respect.