

PARK COUNTY SCHOOL DISTRICT NO. 1
Powell, Wyoming
ADMINISTRATOR APPLICATION FORM

Name: _____

Present Address: _____

Permanent Address: _____

Home Phone #: _____ Cell Phone # _____

Business Phone #: _____ Email Address: _____

Present Position: _____ Present Salary: _____

Enrollment of Above Position: _____ # of Employees: _____

(Please check Yes or No)

- a) Are you currently under contract? Yes: No: (If yes, explain when you would be available to start employment)

- b) Do you hold a current Teaching Certificate? Yes: No: (If yes, endorsements?)

- c) Have you ever been involuntarily terminated, non-renewed or asked to resign? Yes: No: (If yes, please give details)

- d) Have you ever reached a mutual decision with an employing agency to vacate a contract prior to its expiration? Yes: No: (If yes, please explain)

- e) Have you ever been convicted of, pled nolo contendere to, or otherwise received a deferred sentence in consideration of fulfilling the terms of probation as to any felony, crime relating to child abuse or neglect, crime relating to sexual abuse of a minor, crime relating to the use, sale or distribution of drugs or controlled substances, burglary, theft, fraud, embezzlement, indecency, sexual assault, assault or battery? Yes: No: (If yes, please explain)

- f) Has a claim of discrimination or harassment, sexual or otherwise, ever been made against you, or based upon your conduct, with any employer or with the Equal Employment Opportunity Commission (EEOC), or any parallel state agency enforcing anti-discrimination statutes or employment practices? Yes: No: (If yes, please explain)

- g) Have you, a supervisor of yours, or your employer, ever been sued in civil court or required to defend an administrative proceeding (including a claim filed with the EEOC or any parallel state agency) asserting a claim of discrimination, harassment or retaliation in whole or in part based upon your conduct? Yes: No: (If yes, please explain)

NONDISCRIMINATION STATEMENT

Park County School District No. 1 hereby notifies all of its employees, students and potential employees that it does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title II, Title VI, Title IX, Section 504 and the Age Discrimination Act may be referred to this district's Superintendent of Schools or the Wyoming Department of Education, Office of Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-9950 or phone (307) 777-6218.

Pursuant to the provisions of W.S. 21-7-401, any employee who is hired by the school board on or after July 1, 1996 who may have access to minors, is required to submit to fingerprinting and provide such other information as is necessary for the School District to acquire a national criminal history background check.

I acknowledge that inquiries may be made to obtain job-related information from my previous and present employers, whether or not they are listed on the attached application, and that similar inquiries may be directed to the persons listed as professional references as well as to any other individuals who know me.

I further acknowledge that Park County School District No. 1 may, at its discretion, make inquiries of law enforcement agencies, the Department of Motor Vehicles, and educational institutions as well as initiate investigations by private persons for the purpose of verifying information supplied by me or to obtain additional information. I authorize such inquiry and investigation and the giving and receiving of any information requested by the school district as part of such inquiry and investigation.

I do hereby release Park County School District #1, all prior employers, educational institutions and other persons or entities who are requested to provide information concerning me, together with their board of directors and members, from any and all liability for any claims arising out of such inquiry and investigation and/or the providing of information in response thereto.

I also understand that Park County School District No. 1 personnel and any selection committees may have access to this completed application and essay questions as part of the hiring process.

If elected, I agree to accept building, activity, and subject assignments as made by the superintendent.

A photocopy or fax of this release shall be effective as the original. Submission of this form via electronic transfer does not require a signature, but will constitute acceptance of all the above acknowledgements.

I affirm that all information provided by me on this application and in my resume accompanying this application is true, and I understand that if any part of the information is false or misrepresented (including omission of information called for), my application may not be considered, or if I am hired by Park County School District #1, will be sufficient grounds for discharge.

Applicant's Signature: _____ Date: _____

A complete Application File will include:

- * A Letter of Application
- * A Current and Complete Resume' (to include an educational history and a complete employment history specifically including the date of leaving the employment and the reason for leaving the employment with any educational institution)
- * Completed Administrator Application Form
- * Transcripts of College Credit (photo copies accepted for screening)
- * A Set of Credentials from a Placement Agency or at least Three (3) Current Letters of Recommendation

For photocopying purposes, please **DO NOT** staple or bind materials

Administrator Application Screening Questions

Responses to the following questions will be used in screening candidates. Please limit responses to a total of **three (3) pages**.

- 1) During your first year as an administrator, how might you go about determining the strengths and weaknesses of your building/department?
- 2) How have you influenced the improvement of a school or department under your direction or in which you have worked?
- 3) Describe your administrative/leadership style.
- 4) What is your concept of the relationship that is most desirable and productive between the building/department administrator and fellow administrators?
- 5) In your judgment, what are the most important functions of a building/department administrator?
- 6) Describe how you will maintain good relationships with the staff and community.
- 7) Describe what you would do with a marginally effective teacher.
- 8) Describe how you would ensure that your building/department is meeting the needs of all children.
- 9) What do you see are the most significant trends in educational leadership today?
- 10) Please describe what experiences and personal accomplishments lead you to believe you can be successful if hired as an administrator in Park County School District #1.

Instructions for sending Application Materials:

Via mail (Preferred)

Park County School District #1

Administrator Search

160 North Evarts

Powell, WY 82435

Via Email: jbmangold@park1.k12.wy.us

Via Fax: (307-764-6156)

Screening process will begin on or about _____.