

**IDAHO SCHOOL BOARDS ASSOCIATION**

**Attn: Superintendent Search**

PO Box 9797, Boise, ID 83707

Facsimile: (208) 854-1480

Direct questions to Misty Swanson at ISBA: [misty@idsba.org](mailto:misty@idsba.org) or (208) 854-1476

**APPLICATION FOR SUPERINTENDENT  
WEST JEFFERSON SCHOOL DISTRICT 253**

**Deadline to Apply: April 29, 2019**

Applicant Name

Phone Number

Address

E-mail Address

**Note: A completed application must include:**

- 1) Application form;
- 2) Letter stating qualifications, educational philosophy, experience, and reasons for interest in position;
- 3) Current resume;
- 4) College/university placement papers and academic transcript, including degrees;
- 5) Three to five letters of recommendation;
- 6) Verification that the candidate holds, or will be qualified to hold, an Idaho credential/license as a Superintendent; and
- 7) Fully completed and signed past performance job release pursuant to Section 33-1210, Idaho Code.

## Acknowledgements

I understand fingerprinting and a criminal history check are required by law for any successful application of the West Jefferson School District. The cost of the fingerprinting is considered an expense to the applicant upon hire and will not be reimbursed by the West Jefferson School District. The current processing fee for fingerprinting is \$25.00. The District's final offer of employment is contingent upon the successful completion of a criminal history check through the State Department of Education.

I understand that any contract issued is conditioned upon having an Idaho Administrator's Certificate endorsed for Superintendent valid for the period of service covered by the Contract, and any false statement made in this application shall constitute sufficient grounds for voiding any Contract issued at the discretion of the Board of Trustees of West Jefferson School District. Such may also necessitate a reporting to the Professional Standards Commission pursuant to Principle IV (b) for "Falsifying or deliberately misrepresenting professional qualifications, degrees, academic awards and related employment history when applying for employment or licensure."

I understand West Jefferson School District and/or their superintendent search consultant, Idaho School Boards Association, may communicate with all my former employers, school officials and persons who have knowledge of my professional qualifications and to furnish any/all information regarding me, including information contained in my personnel file. I also understand West Jefferson School District may request copies of my personnel file from my current employer or prior employers in accordance with Idaho Code 33-1210. Should any out-of-state educational employer refuse to provide the contents/information contained in my personnel file, I will work with the superintendent search consultant to obtain cooperation and information/documentation release from such former out-of-state employer. I hereby release all employers, schools and individuals from any liability for any damage whatsoever resulting from giving such information.

Yes            No    Are you eligible to work in the United States?

Yes            No    Have you been convicted of a criminal offense other than a minor traffic violation? Such disclosure should include but not be limited to any finding of guilt, plea of guilt, Alford Plea, Withheld Judgment and/or any other such similar conditional or provisional conviction of any criminal offense other than a minor traffic violation.

- |     |    |  |
|-----|----|--|
| Yes | No | Have you ever had any indicated finding of child abuse filed in your name including but not limited to a finding by any court, governmental agency, professional organization or any other entity? If yes, explain in space provided at the end of this section. |
| Yes | No | Does your name appear on any sex offender registry or database in any state or country?  |

Please Note: A conviction will not necessarily bar you from employment. Facts, such as nature and severity of offense, date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law. Applicants are not obligated to disclose sealed or expunged records of conviction.

Pursuant to the practices and procedures of the West Jefferson School District, any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Information from Applicant**

*(If needed, use the space below to provide further information related to the acknowledgments listed above.)*

**Certification**

**A. Do you hold a current Administrator’s Certificate endorsed for an Idaho Superintendent?**

Yes                      No

If yes, please supply a copy of certificate.

If no, please provide status of Idaho certification or other state certification.

**B. Have you ever had a diploma, credential or certification denied, revoked, suspended, or otherwise subject to disciplinary action?**

Yes                      No

If yes, provide additional information.

**C. Have you ever failed or refused to fulfill a contract of employment entered into by you with any school district?**

Yes                      No

If yes, provide additional information.

**D. Have you ever been dismissed/terminated/non-renewed from any teaching or administrative position?**

Yes                      No

If yes, provide additional information.

**E. Have you ever resigned from a teaching or administrative position during the course of a district/school investigation or review into alleged conduct, alleged misconduct, performance concerns, or alleged failure to fulfill the duties of your position?**

Yes                      No

If yes, provide additional information.

**F. Have you ever been the subject of a complaint, investigation, or any disciplinary action by any certification or credentialing body of any state in relation to allegations associated with your professional credentials (i.e. Idaho Professional Standards Commission)?**

Yes                      No

If yes, provide additional information.

**G. Are you under contract for the coming school year with any public or private school?**

Yes                      No

If yes, provide additional information.

**References**

Please provide three (3) to five (5) references that are not included in your letters of recommendation. Be sure to include the following details: name, title, phone number, length of time known, and capacity you know the reference.

Reference 1

Reference 2

Reference 3

Reference 4

Reference 5

**Current Employment / Membership / Education**

**A. Current Employment**

Are you presently under contract with a school district or other education-related employer?            Yes            No

If yes, please provide name and address of that school district, private school, or other where presently employed:

Grades Served:

Enrollment:

Total Budget:

If offered the position, I would be able to accept a contract by the following date:

**B. Professional/Community Organization Membership**

Please provide names of Professional and Community organizations, city and state, membership role, and time period served.

**C. Education**

Please provide education in order of attendance. Submit transcripts if placement file is not available. Please provide the following: 1) college/university attended, 2) location, 3) dates of attendance, 4) degree earned and date of degree, 5) major and minor, and 6) any other degrees attained.

**D. List in rank order the areas in which you feel you excel with 1 being what you excel at the most and 10 being your least experience. Only one number should be given per area with no numbers repeated.**

Staffing Management

Educational Program Management

Facilities & Bonds

Budget Processes/ Fiscal Management

Policy Making

Negotiations

Teacher Recruitment / Retention

Technology Implementation & Success

Safe Learning Environment

Public / Community Relations  
(including parent/student engagement)

**E. Employment History**

Please include chronological employment history noting employers name and address, positions held, duties performed, and dates of employment. Failure to identify all applicable employment history may be considered a false statement made in this application and may be considered sufficient grounds for voiding any contract issued by the District.

## Essay Questions

*Please attach one page for the essay questions. Please limit your response to these three essay questions to one page total.*

1. Describe your experiences in leading a district/building toward a cohesive unit of administrators, instructional staff, and classified staff with a common mission and vision.
2. What goals would you set for yourself and the district to ensure ongoing student academic achievement?
3. When are your leadership skills the most effective? Please give specific examples.

Return Completed Applications Materials to:

Idaho School Boards Association

Attn.: Superintendent Search

Email: [misty@idsba.org](mailto:misty@idsba.org); OR

Mail: PO Box 9797, Boise, ID 83707; OR

Facsimile: (208) 854-1480

*\*Please Note: You will receive a confirmation email from Misty Swanson when your application packet has been received. If you don't receive the confirmation email within 48 hours, please call Misty at (208) 854-1476 to confirm.*