

**THE VILLAGE CHARTER SCHOOL**  
**Attn: Charter School Administrator Search**  
1747 N Fairmeadow Dr., Boise, ID 83704

**APPLICATION FOR CHARTER SCHOOL ADMINSTATOR**  
**THE VILLAGE CHARTER SCHOOL DISTRICT NO. 473**

**Priority Deadline to Apply: March 13, 2020.**  
*Position will be open until filled.*

Applicant Name

Phone Number

Address

E-mail Address

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

1. Application form;
2. Authorization to Release Information on Past Job Performance pursuant to Section 33-1210, Idaho Code;
3. Current resume;
4. College/university placement papers and academic transcript, including degrees;
5. Three to five current letters of recommendation;
6. Verification that the candidate holds, or will be qualified to hold, an Idaho credential/license as an Administrator and/or Superintendent; and
7. Letter stating qualifications, educational philosophy, experience, and reasons for interest in position;

## Acknowledgements

☐ I understand fingerprinting and a criminal history check are required by law for any successful application of The Village Charter School. The cost of the fingerprinting is considered an expense to the applicant upon hire and will not be reimbursed by The Village Charter School. The current processing fee for fingerprinting is \$28.25. The school'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 The Village Charter School. 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 The Village Charter School and/or their board clerk search consultant 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 The Village Charter School 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 Village Charter School, 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.

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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 and/or an endorsement 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 or other employer?**

☐ Yes    ☐ No

If yes, will your current employer release you from the contract? Please explain.

## **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 the following information:

Current Employer:

City

State

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. 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.

## **E. Essay Questions**

1. Describe specific experiences that demonstrate your ability to fulfill the competing demands of a charter school administrator (budget preparation and management, bonds/bondholders, authorizer relationships, educational leadership, policies, personnel, lottery/enrollment/marketing, community outreach/partnerships, etc.).
2. As the leader of The Village Charter School, how would you oversee a healthy organization as it relates to instructional programs, policies, and sound organizational management?
3. Describe how you would build and foster positive working relationships with board members, staff, and The Village Charter School community.
4. If selected as superintendent what would you plan to accomplish in the first 100 days on the job? What would your goals be for the first year? How would you determine those goals? What are the first three steps you would take toward accomplishing each goal?



**Please send all correspondence in a sealed envelope to:**

The Village Charter School Board of Trustees

c/o Candie Massey

1747 N Fairmeadow Dr.

Boise, Idaho 83704

**Re: Administrator Position**

*\*Please Note: You will receive a confirmation email from Candie Massey when your application packet has been received. If you don't receive the confirmation email within 48 hours, please call Candie at (208) 336-2000 to confirm.*

***If you have any questions, please contact the Board Clerk, Candie Massey***

***candiemassey@thevillagecharterschool.org***

***(208)336-2000***