



APPLICATION REQUIREMENTS FOR

SUPERINTENDENT

of

NORTHWOOD SCHOOL DISTRICT

Northwood, North Dakota

Please submit the following:

- Cover letter
- Completed application form supplied by NDSBA
- Résumé
- Certification of teaching and superintendent credential
- Official transcripts (copies are acceptable) indicating a bachelor's, master's, doctorate degree; do not include transcripts for other classes taken
- Two current letters of recommendation
- Applicants claiming Veterans' Preference must be a North Dakota resident, a wartime veteran, and include form DD-214

Deadline: January 26, 2018

All application materials should be sent to:

North Dakota School Boards Association
PO Box 7128
Bismarck ND 58507-7128

FAX (701)258-7992

EMAIL: alexis.baxley@ndsba.org

Application for the Position of Superintendent

Northwood School District, Northwood, North Dakota

1. Name _____
(Last) (First) (Middle)

2. Home Address _____
(Street, City, State, Zip Code)

Home Telephone Number () _____ Office Telephone Number () _____

Cell Phone Number () _____ Email Address _____

3. Present Position _____

4. School District or Organization _____

5. **If a School District, please provide the following information:**

Size of District's Annual Operating Budget \$ _____ No. of Teachers _____

Number of Nonlicensed Staff _____ Number of Admin./Supervisory Personnel _____

Current Pupil Enrollment _____

6. **If other than a School District, please provide the following information:**

Size of Budget for Which Responsible \$ _____ Number of Employees/Organization _____

Number of Persons Reporting to You Personally _____

7. **Employment History:** Please list in reverse chronological order all full-time positions held.

<u>Position</u>	<u>Organization</u>	<u>From/To</u>	<u>No. of years</u>	<u>Enrollment</u>	<u>Salary</u>
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

8. **Professional Preparation:** Please list both undergraduate and graduate degrees in chronological order.

<u>Institution</u>	<u>Location</u>	<u>Major/Minor</u>	<u>Degree</u>	<u>Date of Degree</u>

9. Do you hold a current Superintendent Credential from North Dakota? Yes _____ No _____
If not, are you eligible for a Superintendent Credential in North Dakota? Yes _____ No _____

10. Honors and Awards:

11. **Areas of Highest Demonstrated Competency:** Please rank in order of competence (from 1-17 with 1 being the highest) based on your experience or specialization in academic preparation.

- | | |
|---------------------------------------|---|
| _____ State Standards and Assessments | _____ Ensure Facilities, Equipment, Supplies Meet Needs |
| _____ Community Relations | _____ Superintendent/Board Relations |
| _____ Curriculum/Instruction | _____ Goal and Vision Setting |
| _____ Organizational Skills | _____ Positive Personnel Management/Employee Relations |
| _____ Career and Tech Education | _____ Policy Implementation |
| _____ Grant Writing Skills | _____ Financial Planning/School Budgeting |
| _____ Decision-Making Skills | _____ Experience With Diverse Cultures |
| _____ AdvancEd | _____ Other (specify below): |
| _____ Respected Leader | _____ |

12. **References:** Please list names of three persons who are most familiar with your work and qualifications.

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Business Phone</u>	<u>Home Phone</u>

13. Respond in writing to your background/experience related to the following skills, qualities, and characteristics desired in the new superintendent as identified by the Northwood School Board:

- Possesses sound financial and budgeting skills
- Demonstrated good management skills in previous positions
- Possesses great communication skills with school employees and members of the community
- Demonstrated open communication skills with the board, including keeping them informed and up to date

14. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

Yes No

15. Have you ever resigned from a prior position without being asked but due to an investigation or lawsuit related to your employment?

Yes No

16. Have you ever been charged with, plead guilty or no contest to, or been convicted of a crime?

Yes No

17. Have you ever been placed on probation for any crime or has a court ever deferred a proceeding of which you were the subject without entering a finding of guilty?

Yes No

If you checked “yes” to any of the above questions, please explain below, including the date of the incident, alleged offense, and, if applicable, charge, court action taken, and address of the court.

18. Have you been subject to a criminal history record check by the ND Educational Standards and Practices Board as a condition of licensure under NDCC § 15.1-13-14? (Select “no” if you were grandfathered in under this law.)

Yes No

19. Veteran Eligibility: You must be a North Dakota resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions.

Do you claim preference as a:

Veteran No Yes – Attach DD-214, Report of Separation

Disabled Veteran No Yes – Attach DD-214 and a letter less than 1 year old from Veterans’ Administration indicating disability

Spouse of Disabled Veteran No Yes – Attach copy of marriage certificate, DD-214, and letter less than 1 year old from Veterans’ Administration indicating disability

Spouse of Deceased Veteran No Yes – Attach copy of marriage certificate, DD-214, and Veteran’s Death Certificate

I hereby grant authorization to _____ Board to check my employment history, including, without limitation, information pertaining to my employment from any of my present or former employers, supervisors, or coworkers; to check references; and to obtain investigation information, including criminal history records as authorized by NDCC § 12-60-24, as well as credit history and driving records. I will cooperate to the extent necessary to obtain the release of this information.

I certify that I have made true, correct, and complete answers and statements on this application and acknowledge that they may be relied on in considering my application. Furthermore, I hereby waive my rights to confidentiality with regard to my work record or criminal record and consent to and authorize the release of information from current or former employers and/or law enforcement personnel upon inquiry under this application.

North Dakota has broad “sunshine laws” and all records regarding the search are open to the public on request.

Signature of Applicant _____ Date _____

This application must be completed and returned by JANUARY 26, 2018, to:

Alexis Baxley
North Dakota School Boards Association
PO Box 7128
Bismarck, ND 58507-7128