



APPLICATION REQUIREMENTS FOR
SUPERINTENDENT
of
WESTHOPE PUBLIC SCHOOL DISTRICT
Westhope, 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; letters may not be dated prior to 2024
- Applicants claiming Veterans' Preference must be a North Dakota resident, a wartime veteran, and include form DD-214

Deadline: February 28, 2025

All application materials should be sent to:

North Dakota School Boards Association
1224 W. Owens Ave.
Bismarck ND 58501

FAX (701) 258-7992

EMAIL: amy.dekok@ndsba.org
(single .pdf file preferred)

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

Institution Location Major/Minor Degree Date of Degree

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.

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

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

Name Position Address Business Phone Home Phone

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

Yes No

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

Yes No

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

Yes No

16. 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

17. 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 VA indicating disability

Spouse of Disabled Veteran No Yes – Attach copy of marriage certificate, DD-214, and letter less than 1 year old from VA 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 the Westhope School Board and their designee 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/open records laws. If selected as a finalist, all records regarding the search are open to the public on request.

Signature of Applicant _____ Date _____

This application must be completed and returned to:

Amy De Kok
North Dakota School Boards
Association 1224 W Owens Ave
Bismarck, ND 58501

or

amy.dekok@ndsba.org