



Administrator

Application

Hagerman Joint School District #233
324 North 2nd Avenue
Hagerman, ID 83332
(208) 837-6344 phone
(208) 837-6380 fax

1. Please submit an application form to the address printed in the space below. Since your application will be separated from other papers at some stages of the process, complete in detail. If additional space is needed, please use a supplemental sheet. Incomplete forms will not be considered.
2. You are invited to tell of achievements in a letter of application, and may attach selected supportive material with your cover letter if you wish.
3. Please request that your College Placement files and personal resume be forwarded to the address below.
4. Applicants are asked not to contact the Board of Trustees or Screening Committee except as they may be requested to do so.

I. PERSONAL INFORMATION

Last Name	First	Middle	Home Phone
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Present Position	Business Name	Business Phone
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Business Address

Home Address

Type of organization or school district where presently employed

Enrollment	Employees	Budget (your unit)
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Applicable Certification	State(s)
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Please submit completed application:

Hagerman Joint School District No. 233
Atten: Bette Reed
324 North 2nd Avenue
Hagerman, Idaho 83332

II PERSONAL DATA

Please provide any personal data which you think will be of assistance in evaluating your application.
(Attach additional pages if necessary.)

III CERTIFICATION

Important: All questions must be answered.

Yes No I hold a current Idaho Administrator's Certificate endorsed for
Superintendent and Elementary Principal

Yes No Have you ever had a diploma, credential, or certification denied,
revoked or suspended?

Yes No Have you ever failed or refused to fulfill a contract of
employment entered into by you with any school district?

Yes No Have you ever been dismissed from any teaching or
administrative position?

IV LEADERSHIP AND COMMUNITY ACTIVITIES

V ATTITUDES

Please answer briefly. (Please continue on supplemental sheet, if needed)

A. Briefly describe yourself as an administrator.

B. Of what professional organizations are you a member? How have you participated?

C. What are your primary reasons for interest in this position?

VI EDUCATION

Include High School, College, University and Summer School. (Please continue on supplemental sheet, if needed)

Name/Location of Institution	Period(s) Attended	Date Grad.	Total Sem.	Degree Hrs. Major/Minor	Diploma

VII EMPLOYMENT HISTORY

Please begin with your most recent experience and furnish all the information requested.

Yes No The following is a complete list of all employment as an educator.

Name and Location of employment	From Mo/Yr	To Mo/Yr	Assignment/Position Duties Performed

Other Employment	Employer/Address	Dates of Employment

Please continue on a supplemental sheet, if needed)

VIII REFERENCES

Please list the names of four or more persons who know of your professional work and qualifications as a school administrator.

<u>Name of Reference</u>	<u>Position</u>	<u>Address</u>	<u>Phone #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Yes No I have requested that my placement file be forwarded from
_____ (name of institution)

Yes No I am currently under contract for the coming school year.

Yes No I will be able to indicate acceptance of a contract.

A personal interview will be required of all applicants prior to being employed.

I solemnly understand that: 1) Any contract issued is conditioned upon having an Idaho Administrator's Certificate endorsed for Superintendent/Principal valid for the period of service covered by the contract and 2) any false statement made in this application shall constitute sufficient grounds for voiding any contract issued at the discretion of the Board.

Signature

Date

**AUTHORIZATION FOR RELEASE OF INFORMATION ON
PAST EMPLOYMENT WITH SCHOOL EMPLOYERS
IDAHO CODE §33-1210**

Idaho Law requires Applicants for any position at any Idaho Public School to allow the hiring School District Employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the Applicant when such Applicant was employed by any other public school, whether in Idaho or any other state.

Before hiring an Applicant for any position, the District must request the Applicant to sign this form. Should the Applicant refuse or fail to sign this form, the District is not permitted to hire the Applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any Applicant.

This form:

Authorizes current and past public school employer of the Applicant/undersigned on this form, including Applicants outside of the State of Idaho, to release to the hiring School District all information relating to the job performance and/or job related conduct of the Applicant and make available to the hiring School District copies of all documents in the previous employer's personnel file, investigative file or other files relating to the job performance of the Applicant; and

Release the Applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

§33-1210 RELEASE

I understand that the above requirements are a condition of my obtaining employment with the District and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring District via electronic means.

_____ Signature of Applicant _____ Date

_____ Printed Name of Applicant

_____ Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employer

Information obtained through the use of this Release will be used only for the purpose of evaluating the qualifications of the Applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

A copy of this Release and all information obtained through use of this Release will be placed into the Applicant's Personnel File with the District upon employment of the Applicant, if any.

An Applicant's failure to disclose any former School District employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.

By accepting an executed copy of this form, the hiring School District makes no guaranty or promise of employment to the Applicant. Further, the hiring School District may employ the Applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring School District for any length of time or pursuant to any additional conditions.

Hagerman Joint School District No. 233

Job Description

Administrative

TITLE:

- ♦ Principal - Elementary

SUMMARY:

- ♦ Provide leadership, supervision, and administrative skills to promote the educational development of each student.

REPORTS TO:

- ♦ Superintendent of Schools

SUPERVISORY RESPONSIBILITIES:

- ♦ Elementary programs including but not limited to building(s), programs, staff, students and volunteers

PROFESSIONAL REQUIREMENTS:

- ♦ Valid Idaho Certificate with appropriate endorsement for this position.
- ♦ Previous experience in teaching and/or administration.
- ♦ Organizational and leadership skills.
- ♦ High-level communication skills including individual and group skills in mediation, consensus, and problem solving when working with staff, students and patrons.
- ♦ Strong background in curriculum, supervision, discipline, team building and technology.
- ♦ Knowledge of standard based education.
- ♦ Ability to work under pressure and deadlines.
- ♦ Ability to perform duties in accordance with general educational ethical requirements of the Hagerman School District and the State Department of Education

DUTIES AND RESPONSIBILITIES

- ♦ Supervise the school's instructional process, including the development, revision and evaluation of curriculum.
- ♦ Initiate, design and implement programs to meet specific needs of the school and ensure that the approved curriculum of the district is followed.
- ♦ Establish guides for proper student conduct within the policy established by the Board of Trustees and maintain student discipline following procedural due process.
- ♦ Plan, organize and direct all school activities.
- ♦ Participate in administrative, negotiation, school board, and other meetings as required or appropriate.
- ♦ Keep appropriate personnel (administration, staff and school board) informed of the school's activities and problems. Participates in all other meetings, committees and programs as appropriate.
- ♦ Recommend candidates to the Superintendent to fill vacancies within the school in accordance with district policy.
- ♦ Orient new staff members and assist in their professional growth.
- ♦ Supervise and evaluate all staff members regarding individual and group performances.
- ♦ Establish and maintain favorable relationships with the community.
- ♦ Develop, direct and administer the budgets for all programs in area of responsibility.
- ♦ Process, submit and maintain budget and financial reports, various federal, state, and district required reports.
- ♦ Responsible for the management and preparation of all school funds and/or budgets (including student body funds) keeping a strict account of these funds, reviewing and signing all purchase orders before submitting them to the District Administration office.
- ♦ Plan and supervise fire drills and emergency preparedness programs.
- ♦ Delegate responsible personnel for the supervision of the school in the absence of the principal.
- ♦ Adhere to the Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standard Commission and the State Board of Education.
- ♦ Any other duties that may be assigned by the Superintendent.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- ♦ While performing the duties of this job, the employee frequently stands, walks and sits. The employee may occasionally push or lift up to 50 lbs, such as boxes of books and AV/VCR carts. Specific vision abilities required by this job include close vision such as ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to successfully meet multiple demands and interactions with the public and other staff. The employee must be able to attend meetings in the evening and at other locations. The noise level in the work environment is generally moderate. Duties are performed indoors and occasionally outdoors.

COMPENSATION:

- ♦ 190 day contract with an extended duty contract to be determined by the Board of Trustees.
- ♦ Comprehensive benefit package.

EVALUATION:

- ♦ Employee's performance in this position will be evaluated by the Superintendent in conformance with district policy.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed are representative of the knowledge, skill, and/or ability required. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Hagerman Joint School District No. 233

Job Description

Administrative

TITLE:

- ♦ Principal - Secondary

SUMMARY:

- ♦ Provide leadership, supervision, and administrative skills to promote the educational development of each student.

REPORTS TO:

- ♦ Superintendent of Schools

SUPERVISORY RESPONSIBILITIES:

- ♦ Secondary programs including but not limited to building(s), regular secondary programs, alternative school programs, Driver Education program, staff, students and volunteers.

PROFESSIONAL REQUIREMENTS:

- ♦ Valid Idaho Certificate with appropriate endorsement for this position.
- ♦ Previous experience in teaching and/or administration.
- ♦ Organizational and leadership skills.
- ♦ High-level communication skills including individual and group skills in mediation, consensus, and problem solving when working with staff, students and patrons.
- ♦ Strong background in curriculum, supervision, discipline, team building and technology.
- ♦ Knowledge of standard based education.
- ♦ Ability to work under pressure and deadlines.
- ♦ Ability to perform duties in accordance with general educational ethical requirements of the Hagerman School District and the State Department of Education.

DUTIES AND RESPONSIBILITIES

- ♦ Supervise the school's instructional process, including the development, revision and evaluation of curriculum.
- ♦ Initiate, design and implement programs to meet specific needs of the school and ensure that the approved curriculum of the district is followed.
- ♦ Establish guides for proper student conduct within the policy established by the Board of Trustees and maintain student discipline following procedural due process.
- ♦ Plan, organize, direct and supervise all school activities, including extracurricular activities.
- ♦ Participate in administrative, negotiation, school board, and other meetings as required or appropriate.
- ♦ Keep appropriate personnel (administration, staff and school board) informed of the school's activities and problems. Participates in all other meetings, committees and programs as appropriate.
- ♦ Recommend candidates to the Superintendent to fill vacancies within the school in accordance with district policy.
- ♦ Orient new staff members and assist in their professional growth.
- ♦ Supervise and evaluate all staff members regarding individual and group performances.
- ♦ Establish and maintain favorable relationships with the community.
- ♦ Develop, direct and administer the budgets for all programs in area of responsibility.
- ♦ Process, submit and maintain budget and financial reports, various federal, state, and district required reports.
- ♦ Responsible for the management and preparation of all school funds and/or budgets (including student body funds) keeping a strict account of these funds, reviewing and signing all purchase orders before submitting them to the District Administration office.
- ♦ Plan and supervise fire drills and emergency preparedness programs.
- ♦ Delegate responsible personnel for the supervision of the school in the absence of the principal.
- ♦ Adhere to the Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standard Commission and the State Board of Education.
- ♦ Any other duties that may be assigned by the Superintendent.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- ◆ While performing the duties of this job, the employee frequently stands, walks and sits. The employee may occasionally push or lift up to 50 lbs, such as boxes of books and AV/VCR carts. Specific vision abilities required by this job include close vision such as ability to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to successfully meet multiple demands and interactions with the public and other staff. The employee must be able to attend meetings in the evening and at other locations. The noise level in the work environment is generally moderate. Duties are performed indoors and occasionally outdoors.

COMPENSATION:

- ◆ 190 day contract with an extended duty contract to be determined by the Board of Trustees.
- ◆ Comprehensive benefit package.

EVALUATION:

- ◆ Employee's performance in this position will be evaluated by the Superintendent in conformance with district policy.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed are representative of the knowledge, skill, and/or ability required. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.