

Kimberly School District #414

141 Center Street West
Kimberly, Idaho 83341
(208) 423-4170

Application for a Certified Position (Vice-Principal)

Name: _____
Last First Middle

Present address: _____
Street City
State Zip Phone: (____) _____
e-mail address Cell Phone: (____) _____

Date available for employment: _____

Please include the phone number of a person who would know how to contact you:

Name: _____ Phone: (____) _____

Designate the position(s) for which you are applying or are interested in (certification required):
1) _____
2) _____

PROCEDURES:

- Filing an application includes:
 - 1) Letter of introduction.
 - 2) Completed application form.
 - 3) Documentation of administrative certification.
 - 4) A minimum of three (3) letters of reference.
 - 5) Narrative, not to exceed 300 words identifying your knowledge, strategies, and/or abilities as they apply to the position(s) for which you are making application.
 - 6) Questions and answers on page 3 of the application.
- A personal interview will be required before an applicant can be recommended for election.
- Finalists for employment will be required to successfully pass a drug testing and fingerprinting for a background check.
- Assignment within the district is made by the Board of Trustees or their designee.
- Approved teaching certificates (please enclose copy) are required to validate the contract.
- Upon the acceptance of a contract, the applicant must provide a complete official transcript of credits.
- Applicants may not be discriminated against because of sex, race, color, ancestry, age, exceptionality, national or ethnic origin, religion, conditions of birth, disability, or family or political relationship.
- Preference will be given to eligible veterans pursuant to IC 65-503.
- This is not a contract for employment. Final hiring is the Board of Trustee's prerogative.
- All required documents become the property of School District #414 upon receipt. Applications are not considered unless all 6 items are addressed.

I hereby certify that the information contained in this application is a true and complete statement of my personal record to date. If employed, any misstatement or omission of fact on the application may result in my immediate dismissal.

Signature: _____

Date of Application _____, 20____ Date Received _____, 20____

Professional Teaching Information

My **Initial Teaching Certificate** was received in the State of _____ in the year _____.

My first Idaho teaching certificate was received in the year of _____.

List below **Idaho** teaching, administrative, and special certificates held. If you do not hold an Idaho Teaching Certificate, indicate date of application for Idaho Certificate and the type of certificate requested (if more space is needed to explain, attach a separate sheet):

TYPE OF CERTIFICATE ELEMENTARY / SECONDARY / OTHER	INITIAL CERTIFICATION YEAR	ENDORSEMENT(S)	CERTIFICATION EXPIRATION DATE

I am **Highly Qualified** by Federal Definition to teach the following **Core Content Area(s)**:

I am HQ in the following endorsements	Qualification Method (Praxis, HOUSSE, or Undergrad/Grad Major)

Educational Information

DEGREE	DEGREE YEAR	COLLEGE OR UNIVERSITY	MAJOR	MINOR

Teaching/Administrative Experience

NAME OF SCHOOL	YEARS	SUBJECT TAUGHT	SUPERVISOR & PHONE #	REASON FOR LEAVING

REFERENCES

Give at least three (3) current references capable of assessing your ability to perform the work for which you are applying. Include superintendents, principals, practice teaching and intern supervisors under whom you have taught or worked who have first-hand knowledge of your teaching ability, character, personality, and scholarship. You may include a separate sheet of paper.

NAME	ADDRESS	POSITION	PHONE

List all professional organizations of which you are a member:

Honors received:

Please Note:

Certification: All professional personnel employed by the Kimberly School District must file with the personnel office, a valid and appropriate Idaho Certificate. Failure to file a valid Idaho Certificate with the district by October 15 will result in the withholding of pay. It is the responsibility of the employee to assure all necessary certification and HQT documentation is in place.

Credentials: Each applicant is expected to request his/her placement bureau to send a copy of placement files and/or your official transcripts to Kimberly School District when application is made. It is the candidate's responsibility to submit all documentation to support his/her candidacy for employment in a timely manner.

Experience: Each applicant is required, upon employment, to document with SDE Form B-6 the number of years taught in other school districts. The verification needs to be officially signed by previous district personnel.

ANSWER THE FOLLOWING QUESTIONS IN ACCORDANCE WITH YOUR PERSONAL PHILOSOPHY OF EDUCATION. (Use additional sheets of paper and attach to application. Please do not exceed one page per question.)

1. Assuming you are selected as vice-principal of a Kimberly school, please outline your vision for the school, where would you like to see the school in 3-5 years.
2. Describe your philosophy of a school wide discipline policy.
3. Develop an agenda for your first meeting with the staff members during the "back to school days" prior to students arriving in the fall.
4. Write your letter of introduction as vice-principal to parents and students to view on the website.

Please answer the following question as if under oath. Have you ever been convicted of a felony or a misdemeanor?

yes no If yes, please explain by confidential letter. The existence of a criminal record does not constitute an automatic bar to employment.

Is anyone living at your address required to register for the Sex Offender Registry?
 Have you ever applied for or held a teacher certification in this state or any other?

yes
 yes

no
 no

Any deliberate misstatement or concealment of facts regarding these questions may be grounds for non-selection or termination if hired.

EXTRA-CURRICULAR INTERESTS / SPECIAL SKILLS

I HAVE PARTICIPATED IN.....			I AM ABLE TO.....		
High School	College	College Intramural	Activity	Direct or Coach	Assist Only
			Instrumental Music		
			Vocal Music		
			Drama		
			Debate		
			School Newspaper		
			School Yearbook		
			School Clubs		
			Drill Team		
			Dance		
			Baseball		
			Football		
			Tennis		
			Track		
			Wrestling		
			Basketball		
			Volleyball		
			Gymnastics		
			Golf		
			Cross Country		
			Other (specify)		

**The Kimberly School District is an equal opportunity employer.
Applications from all qualified individuals are considered.**

***** **For Employer's Use Only** *****

REFERENCE CHECK

EMPLOYER	PERSON CONTACTED	REMARKS / RESULTS
1		
2		
3		

APPLICATION SCREENING RESULTS

Factors in application indicating strong credentials

Factors in application indicating average credentials

Call for interview: _____YES _____Not at this time _____Consider in the future