



350 N State St, Lindon, UT 84042

January 6<sup>th</sup>, 2026

## **APPLICATION FOR BUSINESS ADMINISTRATOR**

### **ANNOUNCEMENT:**

**The Timpanogos School District Board of Education is seeking a qualified candidate for the position of Business Administrator. The individual selected for the position will be the inaugural BA of the school district serving the cities of Lindon, Orem, Pleasant Grove and Vineyard.**

**STARTING DATE:** Anticipate on or before March 1, 2026

### **SALARY AND BENEFITS:**

The compensation package will be competitive for the size of the school district in Utah and will be determined by professional preparation and successful experience in educational leadership, as well as other qualifications. In compliance with Utah law, business administrators receive two-year renewable contracts.

### **BASIC REQUIREMENTS:**

1. A minimum of a Bachelor's degree in Business Administration, Accounting or a related field
2. Additional consideration will be given to applicants with a CPA, MPA, MBA or Master's degree in Accounting or a related field
3. At least five (5) years of successful budget/accounting/finance administration in educational, municipal or other public sectors.

**DEADLINE:** **Received or postmarked by 5:00 PM on February 16th, 2026**

**Note:** An incomplete set of papers or pdf files may subject the candidate to disqualification.

**A complete application consists of:**

1. A formal letter indicating your desire to be considered as a candidate for the position of Business Administrator of Timpanogos School District.
2. A Business Administrator Application completed in full. This form is available on the Utah School Boards Association website at [www.usba.cc](http://www.usba.cc).
3. A complete set of college transcripts.
4. Three professional letters of recommendation.
5. A current resume, including a list of professional qualifications.

The application and required materials should be sent to:

Richard Stowell  
Utah School Boards Association  
860 East 9085 South  
Sandy, UT 84094  
Email: [rstowell@usba.cc](mailto:rstowell@usba.cc)  
Phone: 801-566-1207  
Fax: 801-561-4579

All questions should be directed to Richard Stowell, please do not contact the board members directly.



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# **BUSINESS ADMINISTRATOR APPLICATION**

1. Name of applicant \_\_\_\_\_ Date \_\_\_\_\_
2. Address \_\_\_\_\_
3. Degrees:  
    Bachelor's \_\_\_\_\_  
    University, Year \_\_\_\_\_  
  
    Master's \_\_\_\_\_  
    University, Year \_\_\_\_\_  
  
    EdD, PhD, JD \_\_\_\_\_  
    University, Year \_\_\_\_\_
4. Current Position \_\_\_\_\_ Years in current position \_\_\_\_\_
5. Work experience (up to your last six positions):

Please respond to the following questions. (For each question answered "yes", attach to this form a detailed explanation describing the date, circumstances, and persons involved in each such occurrence.)

QUESTION	YES	NO
Have you ever been dismissed from or not re-employed in any employment position or resigned after being notified that personnel action was to be taken?		
Have you ever terminated your contract before the end of the contract year?		
Have you ever been charged/convicted of a misdemeanor?		
Have you even been charged/convicted of a felony?		
Have you ever negotiated a plea or entered into a plea of abeyance?		
Have you ever been convicted of any criminal offense other than a traffic violation?		
Are you currently under investigation or have you ever been disciplined by UPPAC or any state education agency?		
Do you claim Veterans' Preference? If yes, are you claiming as a veteran or as an un-remarried surviving spouse of a veteran?		
Did you claim Disable Veterans' Preference? If yes, are you claiming as a disabled veteran, as a spouse of a disabled veteran, as a spouse of a disabled veteran not gainfully employed due to a military related disability, or as an un-remarried surviving spouse of a disabled veteran? <b>Persons claiming veterans' or disabled veterans' preference must submit a photocopy of their honorable discharge (such as DD-214) showing the dates of service with each application form. Veterans claiming disability must also submit a letter of verification of 30% or more disability from the Veterans' Administration dated within the last 90 days.</b>		
Do you have any relatives presently working for Alpine School District or in the schools of Timpanogos School District? If yes, please list names, relationship and assignment of each relative. (For the purpose of this application, relatives include the following: father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.)		

## **TIMPANOGOS SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

Persons claiming Veterans' or Disabled Veterans' Preference must contact the Human Resource Services. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during the interview process should notify Utah School Boards Association at [rstowell@usba.cc](mailto:rstowell@usba.cc).

Your application will not be rejected because of your race, color, national origin, religion, sex or age. No individual with a disability, who, with reasonable accommodation, can perform the essential functions of the offered position, shall be discriminated against.

### **TIMPANOGOS SCHOOL DISTRICT - INFORMED CONSENT AND RELEASE OF LIABILITY**

***I HEREBY CERTIFY*** that all statements made hereon are true and correct to the best of my knowledge and authorize the president of the Timpanogos School Board or his or her designee to investigate either orally or in writing any and all of my past and present work and education records and education records to ascertain any and all information which may be pertinent to my employment qualifications.

***I HEREBY AUTHORIZE*** the president of the Timpanogos School Board or his or her designee to request a search of law enforcement records relating to me.

***I HEREBY AUTHORIZE*** the release of any and all information relating to me, whether the same is of record or not, and ***I DO HEREBY RELEASE*** from all liability persons and organizations reporting information required by this application.

*I understand that any false information or deliberate material omissions may be sufficient cause for dismissal or disqualification from employment consideration. I hereby waive any right to see any written materials submitted to The Timpanogos School Board in response to the above inquiries or notes of any oral communication relative to such inquiries. I understand that if I am hired by the board any information received in response to the above inquiries is placed in my personnel file and that I have no right to inspect such material. In the event I am employed by Timpanogos School District, I also give my permission for the president of the school board or his or her designee to provide on request from future prospective employers any information relating to employment with Timpanogos School District.*

*Timpanogos School District has permission to release my name, address and telephone number to other prospective employers and to educationally oriented organizations considered by the district to have a legitimate need for such information.  YES  NO*

**Please note that application materials submitted will not be returned to applicants.**

*I attest that all responses in this application reflect my own original thinking and were not created or generated by artificial intelligence systems. AI tools may have been used solely for editing or proofreading purposes and not for writing, shaping, or developing the content of my answers.*  **YES**  **NO**

<b>Signature:</b>	
<b>Date:</b>	
<b>Home Phone:</b>	
<b>Business Phone:</b>	
<b>Cell Phone:</b>	
<b>Email Address:</b>	