

Application for Employment as
SUPERINTENDENT OF SCHOOLS

Jordan School District
7387 S. Campus View Drive
West Jordan, UT 84084



The Jordan School District Superintendent of Schools has duties which include but are not limited to acting as the chief executive officer of the Board of Education and providing leadership in all matters related to the operation of the District and implementation of its goals, policies, guidelines, personnel matters, community relations, budgets, management, education programs and legal issues.

PERSONAL INFORMATION

Last Name _____ First _____ Middle _____

Street Address _____

City _____ State _____ Zip _____

E-mail Address _____ Cell/Home Phone _____ Work Phone _____

Current Position _____ School District/Company _____

Student Enrollment _____ Number of Staff _____ Annual Budget _____

EDUCATIONAL PREPARATION

Undergraduate Education

<i>College/University</i>	<i>State/Country</i>	<i>Major</i>	<i>Minor</i>	<i>Degree Earned</i>	<i>Dates Attended</i>
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Graduate Education

<i>College/University</i>	<i>State/Country</i>	<i>Major</i>	<i>Minor</i>	<i>Degree Earned</i>	<i>Dates Attended</i>
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Special Seminars, Courses, Training

<i>Institution</i>	<i>State/Country</i>	<i>Subject</i>	<i>Dates Attended</i>
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CERTIFICATIONS

Do you hold, or are you eligible for a superintendent license for this position? Yes No

List all valid education certificates. Attach a photocopy of each.

RECOGNITIONS

List special recognitions, awards, and/or publications.

PROFESSIONAL MEMBERSHIP/RECENT COMMUNITY ACTIVITIES

Indicate leadership responsibilities relevant to Superintendent position.

WORK EXPERIENCE RELATED TO THE FIELD OF EDUCATION

List your most recent teaching/administrative experience beginning with your current position. Complete this section even though the same information may be included on your resume.

1. Employer _____ Phone _____
Street Address _____ City _____ State _____ Zip _____
Employed from (date) _____ To (date) _____
Immediate Supervisor _____ Supervisor's Title/Position _____
Duties/responsibilities _____
Reason for leaving (please be specific) _____
2. Employer _____ Phone _____
Street Address _____ City _____ State _____ Zip _____
Employed from (date) _____ To (date) _____
Immediate Supervisor _____ Supervisor's Title/Position _____
Duties/responsibilities _____
Reason for leaving (please be specific) _____
3. Employer _____ Phone _____
Street Address _____ City _____ State _____ Zip _____
Employed from (date) _____ To (date) _____
Immediate Supervisor _____ Supervisor's Title/Position _____
Duties/responsibilities _____
Reason for leaving (please be specific) _____
4. Employer _____ Phone _____
Street Address _____ City _____ State _____ Zip _____
Employed from (date) _____ To (date) _____
Immediate Supervisor _____ Supervisor's Title/Position _____
Duties/responsibilities _____
Reason for leaving (please be specific) _____

REFERENCES

List at least three individuals who can attest to your professional experience and qualifications.

1. Name _____ Title/Position _____
Email Address _____ Work Phone _____ Cell Phone _____
Relationship to you _____
2. Name _____ Title/Position _____
Email Address _____ Work Phone _____ Cell Phone _____
Relationship to you _____
3. Name _____ Title/Position _____
Email Address _____ Work Phone _____ Cell Phone _____
Relationship to you _____

WRITTEN REPOSSES

Respond to the following four questions on separate sheets of paper and attach.

1. Describe your idea of an appropriate working relationship between the Board of Education and Superintendent.
2. Describe how you would engage the community on key issues regarding the School District, such as construction of new schools, renovation of existing schools, establishing or modifying school boundaries, busing, use of school facilities, increasing or declining student enrollment, utilization of financial resources, etc.
3. Describe what you believe to be the most important educational issues facing the State of Utah and Jordan School District.
4. When you have unstructured time to relax, what do you enjoy doing?

BACKGROUND CHECK AND INFORMATION

In addition to the following information, a thorough background check, including credit and criminal history, may be made at the option of Jordan School District. The District may also require a post-offer physical examination.

“Yes” answers to the following questions will not necessarily result in denial of an offer of employment. The Board of Education will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the Board in determining your eligibility and suitability for an offer of employment.

If “Yes” is selected in response to any question, attach additional sheets and clearly identify as “Background Check Information” with a detailed explanation.

- A. Have you ever been convicted of, admitted committing, plead no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of alcohol, drugs, or reckless driving) or have any civil charges previously or pending involving allegations of child abuse or spousal abuse?
YOU MUST ANSWER “YES” IF TRUE, EVEN IF THE MATTER WAS LATER DISMISSED, DEFERRED, REVERSED, OR VACATED. IF YOU ANSWER “YES,” YOU MUST PROVIDE DATES OF THE PROCEEDINGS, THE NAME AND ADDRESS OF THE COURT WHERE THE PROCEEDINGS OCCURRED, A STATEMENT OF THE ACCUSATION AGAINST YOU AND THE FINAL DISPOSITION OF THE CASE(S).

No

Yes (attach a separate sheet for explanation)

- B. Have you ever been dismissed (fired) from any job, or resigned at the request of or pressure from your employer, or left employment while charges against you or an investigation of your behavior was pending or been refused tenure, reappointment or continuing contract from any employer?
YOU MUST ANSWER “YES” IF TRUE, EVEN IF THE MATTER WAS LATER RESOLVED WITH ANY FORM OF SETTLEMENT OR SEVERANCE AGREEMENT, REGARDLESS OF ITS TERMS. IF YOU ANSWER “YES,” YOU MUST PROVIDE THE DATE OF TERMINATION OR RESIGNATION AND OTHER ACTION CONCERNING TENURE REAPPOINTMENT OR CONTINUING CONTRACT DENIAL AND THE NAME, ADDRESS, AND TELEPHONE NUMBER OF THE EMPLOYER(S) AND A STATEMENT OF THE ALLEGED REASONS FOR TERMINATION OR RESIGNATION.

No

Yes (attach a separate sheet for explanation)

- C. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or reprimanded, or have you in any way been sanctioned by or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private?
IF YOU ANSWER "YES," YOU MUST PROVIDE THE DATES OR PROCEEDINGS, NAME, ADDRESS, AND TELEPHONE NUMBER OF THE AGENCY OR BODY WHERE PROCEEDINGS TOOK PLACE, A STATEMENT OF THE ACCUSATIONS AGAINST YOU, THE FINAL DISPOSITION AND/OR STATUS OF THE CHARGE OR COMPLAINT.

No

Yes (attach a separate sheet for explanation)

- D. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body, or by your current or any previous employer?
IF YOU ANSWER "YES," YOU MUST PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE EMPLOYER OR LICENSING BODY AND STATEMENT OF THE ACCUSATION AGAINST YOU.

No

Yes (attach a separate sheet for explanation)

- E. Have you ever been involved, or are you currently involved, or do you anticipate involvement in litigation either as the plaintiff/complainant or defendant/respondent?

No

Yes (attach a separate sheet for explanation)

VERIFICATION STATEMENT

The information I have provided in the Application for Superintendent of Schools is true, correct, and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability, and I have not withheld any information that would unfavorably affect my application for employment. I acknowledge that my misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, may be the cause for my rejection from employment, or may result in my subsequent dismissal if I am hired.

Signature of Applicant

Date

CONFIDENTIALITY

I request that my application file remain confidential prior to any interview with the Board of Education. If I am interviewed, I request that it be held in a closed session. I understand that if the Board votes to consider me as one of the finalists for the position, my application will become public.

Signature of Applicant

Date

APPLICANT'S FILE MUST INCLUDE:

1. A letter of application stating personal qualifications, experiences and reasons for interest in the position.
2. A signed and completed official application form
3. Current resume
4. Official transcript of all college/university credits earned
5. Copies of all certificates listed on the application
6. Written responses
7. Any necessary letters of explanation
8. At least three current letters of recommendation

DEADLINE FOR APPLICATION:

The Board of Education has retained Richard Stowell of the Utah School Boards Association to assist with the nationwide search. Do NOT contact Jordan School District or Board members directly.

Return application and materials to:

Richard C. Stowell
Utah School Boards Association
860 East 9085 South
Sandy, UT 84094

Phone (801)566-1207
Fax (801)561-4579
Email rstowell@usba.cc

Applications must be received or postmarked on or before March 18, 2011.

JORDAN SCHOOL DISTRICT is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to disability, race, religion, sex, national origin, or age in access to, employment in, or in the provision of any programs, benefits or activities.

INQUIRIES regarding Jordan School District's hiring practices may be addressed to Administrator of Human Resources, 7387 S. Campus View Drive, West Jordan, UT 84084; telephone (801)567-8150.

CONFIDENTIALITY: Applications are designated as "Private Records" under Utah's Government Records and Access Management Act. Without a court order, a private record may be disclosed only to the subject of the record or any person having a power of attorney from the subject authorizing disclosure.