



The application form for

Jr/Sr High Principal

of

Richland #44 School District

Colfax, North Dakota

In order to be considered for this position, you must submit the following:

- ✓ This application form (with questions answered)
- ✓ A letter of application
- ✓ A resume
- ✓ Credentials (transcripts, certification of teaching/supt. degree, letters of recommendation, etc.)
- ✓ At least 2 letters of recommendation

Position is OPEN UNTIL FILLED

If our office has not received these materials by the date of closing, you may not be considered for this position. Application materials may be sent to:

Richland #44 School District
Attn: Kendra Dockter, Business Manager
101 Main PO Box 49
Colfax, ND 58018

or

Emailed to: Kendra.L.Dockter@k12.nd.us

The Richland #44 School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, veteran status, genetic information, marital status, public assistance status, sexual orientation, gender expression/identity, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Any member of the Richland #44 community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. The following person has been designated to handle inquiries regarding the non-discrimination policies: Tim Godfrey, Superintendent PO Box 49, Colfax, ND 58018, 701-372-3713. For more information regarding Title IX compliance please contact Cindy Erbes, Elementary Principal at PO Box 29, Abercrombie, ND 58001, 701-553-8321 or Bruce Anderson, Jr/Sr High Principal at PO Box 49, Colfax, ND 58018 701-372-3713. For further information on notice of non-discrimination you may contact U.S. Department of Education, Office for Civil Rights, Midwestern Division Chicago Office, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204.

Honors, awards and recognitions

Volunteer Experience

Please list four references, other than those who have written reference letter, which have knowledge of your professional work.

Name	Relationship	Phone numbers at work and home

Do you hold a current Superintendent Credential from North Dakota? Yes ____ No ____

APPLICATION QUESTIONS – Richland #44

****Please use a separate sheet (s) of paper for your answers.****

1. Why do you want to become a Principal for the Richland #44 School District?
2. What do you consider your major strengths as an Administrator?
3. As Principal, what communication approaches or systems are most effective for you?
4. What is your experience with assessing student performance, and intervening where needed?
5. Please describe an effective teacher. How do you measure effectiveness?
6. How do you resolve conflict both internal and external? Give examples.
7. Describe how you would or have developed professional improvement of your staff.
8. What experience (s) have you had with Project Based Learning?
9. Please describe your leadership style.
10. If hired, what do you see as your first steps to help our school heal from the events of this last school year, including staff relations and student moral?

Other Questions

Have you ever been convicted of, pled no contest, or received a deferred sentence for a crime involving unlawful behavior involving children? _____ Yes _____ No

Have you ever been dismissed or resigned from an employment position as a result of an allegation or unlawful behavior involving a child, including unlawful sexual behavior?
_____ Yes _____ No

Have you had a credential, certificate or license to teach denied, revoked, or suspended?
_____ Yes _____ No

Have you ever been convicted of a felony or misdemeanor? _____ Yes _____ No

Are you presently being investigated or being considered for discharge by your present employer? _____
_____ Yes _____ No

Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation or improper conduct, mishandling of funds, or other criminal conduct? _____
Yes _____ No

Have you, within the past 5 years, been convicted of driving under the influence of alcohol or drugs? _____
_____ Yes _____ No

Have you, within the past 5 years, been convicted of consumption, purchasing, or selling illegal drugs?
_____ Yes _____ No

If "yes" to any of the above questions, complete details are required on a separate sheet stating date, charge, place and action taken.

I certify that the information provided herein is true and complete to the best of my knowledge.

I authorize the Richland School District and its representatives; to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision. Such investigation may include contacting law enforcement agencies, current and former employers/customers, and any other persons or entities with information regarding my background. I waive any rights that I may have to sue any person who provides information during the course of such an investigation

North Dakota has broad "sunshine laws" and all records regarding the search are open to the public on request.

Signature of Applicant _____

Date: _____