



The application form for

Superintendent

of

Richland #44 School District

Colfax & Abercrombie, 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

by

May 1, 2018

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.

Richland #44 School District

Application Information Form

Position: Superintendent

Name: _____

Telephone

Home Address: _____

Office: () _____

Home: () _____

Cell: () _____

Zip Code: _____

E-mail: _____

Present Position _____

School District or Organization _____

Employment History: Please list in chronological order all full-time positions held

Position	Organization	From/To	No. of Years	Enrollment	Salary

Professional Preparation: Please list both undergraduate & graduate degrees in chronological order

Institution	Location	Major/Minor	Degree	Date of Degree

Professional organizations

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 answer on a separate sheet of paper to ensure enough space for your response****

1. Why do you want to become the Superintendent of the Richland #44 School District?
2. What do you consider your strengths, major skills and talents that you would bring to the position?
3. What do you feel are your most significant accomplishments as an administrator in your present position?
4. How would you work with the school board and staff of the Richland School #44 District?
5. How would you utilize and develop personnel, and delegate responsibilities?
6. Briefly explain the importance of communication between Superintendent, Staff, Students, & Community members.
7. If hired, what do you see as your first steps to help our district heal from the events of this last school year, including staff relations and community trust?

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: _____