



Regional School Unit No. 68

63 Harrison Avenue, Suite C ~ Dover-Foxcroft, Maine 04426

Phone: (207) 564-6535 opt. 5 Fax: (207) 564-3487

**APPLICATION
PREK-8 ASSISTANT PRINCIPAL**

R.S.U. 68 DOES NOT DISCRIMINATE IN THE OPERATION OF ITS EDUCATIONAL AND EMPLOYMENT POLICIES AND WILL HONOR ALL APPROPRIATE LAWS RELATIVE TO DISCRIMINATION

Applicant Information							
Last Name		First Name		M.I.		Date	
Street Address							
City				State		Zip	
Contact Phone				Email			
Mailing Address (if different from above)							
City				State		Zip	

APPLICATION INSTRUCTIONS

A person will be considered an applicant only when the following items are received:

1. A letter of application in which you describe why you would like to be a PreK-8 Assistant Principal in RSU 68.
2. A completed and signed application form. (Please give all information requested on the application, even though it may be duplicated on your résumé.
3. The personal statements requested in this application.
4. A current résumé.
5. Current letters of reference from a minimum of three (3) persons.
6. A copy of your Maine Administrative certificate or evidence that you are eligible for certification as an Assistant Principal in Maine and have submitted an application to the Maine Department of Education.
7. College/University transcripts.

Send all information to:
 Stacy Shorey, Superintendent of Schools
 RSU 68
 63 Harrison Avenue, Suite C
 Dover-Foxcroft, ME 04426

Please Note: On the completion of the search, all application materials will be retained by the RSU 68 Board of Directors for three (3) years.

Applicants are requested not to contact members of the Board of Directors

Current School District Information

Are you presently under contract to a school system?		Yes		No	
If so, when does your contract expire?					
Name of system		State			
Position		Present Salary			

Certification Information

Are you currently certified as an Assistant Principal in Maine?		Yes		No	
If no, are you eligible to be certified as an Assistant Principal in Maine?		Yes		No	
Are you presently certified as an Assistant Principal in another state?		Yes		No	
If yes, in what state(s)?					

NOTE: Candidates who do not hold the Assistant Principal certificate should contact the Maine Department of Education, Division of Certification and Placement, 23 State House Station, Augusta, Maine 04333-0023; Tel. (207) 624-6603;
<http://www.maine.gov/education/cert/index.html>

Academic and Professional Training

Colleges/Universities Attended	Location	Degree	Number of Years Completed

Please have copies of your college/university transcripts and any other credentials on file sent to the Superintendent at the address on this application.

Membership in Professional Organizations

--

Professional Experience (Please list, beginning with your current or most recent experience)

From/To (month/year)		School System	Position/Responsibilities
	to		
	to		
	to		
	to		
	to		
	to		
	to		

Other Relevant Work Experience and Achievements

--

Civic and Community Involvement

--

Personal Statements: As a means of learning more about you, the Board requests that you respond to the questions below. Answer the questions directly and cite examples to support your positions. Each response should be limited to no more than one page.

1. Discuss three (3) personal and/or professional characteristics that impress you as the most important for a successful PreK-8 Assistant Principal. Support your selection with specific examples from your own professional experience.
2. If you were to become the new PreK-8 Assistant Principal, what specific steps would you take during your first year to move toward a comprehensive understanding of the school system and community?

References

Please list the names of the people providing the three current letters of reference requested with this application and indicate by number which of them best know: (1) your ability as an administrator; (2) your personal qualities and character traits; or (3) your scholastic or other attainments.

Number	Name	Position	Address	Phone

Other Information

The RSU 68 Board of Directors is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

	Yes	No
Have you ever been disciplined, discharged, or asked to resign from a prior position?		
Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review?		
Has your contract in a prior position ever been non-renewed?		
Have you ever been charged with or investigated for sexual abuse or harassment of another person?		
Have you ever been convicted of a crime (other than a minor traffic offense)?		
Have you ever entered a plea of guilty or "no contest" (nolo contendere) to any crime (other than a minor traffic offense)?		
Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state?		
Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)?		
<p>If you have answered YES to any of the previous questions, provide full details below including, with respect to court actions, the date, offense in question, and the address of the court involved. Attach additional sheets if necessary. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.</p>		

Signature

My signature constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that R.S.U. 68 contacts in connection with my employment application to fully provide R.S.U. 68 any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against R.S.U. 68, its agents and officials or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include board members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Signature

Date

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF R.S.U. 68. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.

NOTE: EMPLOYMENT CANNOT BE FINALIZED UNTIL THE APPLICANT HAS COMPLETED REQUIREMENTS FOR COMPLETE BACKGROUND CHECKS AND FINGERPRINTING AS REQUIRED BY MAINE STATE STATUTE.

The R.S.U. 68 school district is an Equal Opportunity Employer.