

RIVER VALLEY SCHOOL DISTRICT

MSAD 52

486 Turner Center Road • Turner • Maine 04282

**APPLICATION FOR ASSISTANT
SUPERINTENDENT OF SCHOOLS FOR
INSTRUCTION**

The Board of Directors does not discriminate in the operation of its education and employment policies and will honor all appropriate laws relative to discrimination.

PERSONAL INFORMATION

Name _____
Last First Middle

Address _____ **Home Phone** _____

_____ **Office Phone** _____
City State Zip

I may be contacted: [] at work [] at home (Please check)

LIST OF APPLICATION MATERIALS REQUIRED

A person will be considered an applicant only when the following items are received (check indicates receipt):

- ___ 1. A letter of application
- ___ 2. A current resume
- ___ 3. At least three current letters of reference
- ___ 4. College/University transcripts
- ___ 5. A copy of your Maine Superintendent of Schools certificate or evidence that you are eligible for certification as a superintendent in Maine and have submitted an application
- ___ 6. A completed and signed application form. (Please give all information requested on the application, even though it may be duplicated on your resume.)
- ___ 7. The personal statements requested in this application.

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_____

Present Benefits _____

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

PROFESSIONAL EXPERIENCE (Please list, beginning with your current or most recent experience.)

Number Years	Dates From/To	Position/Responsibilities	School System
--------------	---------------	---------------------------	---------------

OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS

CIVIC AND COMMUNITY INVOLVEMENT

PERSONAL STATEMENT - As a means of learning more about you, the search committee requests that you respond to the questions below. Please answer the question directly and cite examples to support your positions. Each response should be limited to no more than one page.

1. What characteristics impress you as most important for success as an assistant superintendent? Support your assessment.

2. If you were to become the new MSAD 52 assistant superintendent, what specific steps would you take during the first year to gain a comprehensive understanding of the school system and the community?

REFERENCES - Please list the names of three of the people providing the current letters of reference you sent with your initial 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.

#	Name	Position	Address	Phone

OTHER INFORMATION - The MSAD 52 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.

Have you ever been disciplined, discharged or asked to resign from a prior position? Yes ___ No ___

Have you ever resigned from a prior position after a complaint has been received against you or your conduct was under investigation or review? Yes ___ No ___

Has your contract in a prior position ever been non-renewed? Yes ___ No ___

Have you had your nomination for re-employment not be approved? Yes ___ No ___

Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes ___ No ___

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes ___ No ___

Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)? Yes ___ No ___

Have you ever had a professional license or certificate suspended or revoked in any state; have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? Yes ___ No ___

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty or 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)? Yes ___ No ___

If you have answered YES to any of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, offense in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

My signature below 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 MSAD 52 Board of Directors contacts in connection with my employment application to fully provide the MSAD 52 Board of Directors 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 the MSAD 52 Board of Directors, its agents and officials, Maine School Management Association, 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, students, and members of the community. I give my consent to this disclosure.

Date

Signature

NOTE:

ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE MSAD 52 SCHOOL DISTRICT. 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 APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.

MAINE SCHOOL ADMINISTRATIVE DISTRICT 52

Greene * Leeds * Turner

486 Turner Center Road
Turner, Maine 04282

N. KIMBERLY BRANDT
SUPERINTENDENT

THERESA GILLIS
ASSISTANT SUPERINTENDENT

MICHELE COATES
BUSINESS MANAGER

REBEKAH DRYSDALE
DIRECTOR OF SPECIAL EDUCATION

Department of Public Safety
Bureau of Identification – Records Division
42 State House Station
Augusta, ME 04333

To Whom It May Concern:

MSAD 52 requests a criminal background check on the applicant identified below:

Last Name: _____

Maiden Name: _____

First Name: _____

Middle Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

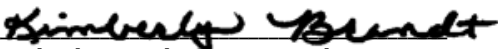
Date of Birth: _____ Gender: _____

Social Security Number: _____

Position at MSAD 52: _____

Signature: _____

Sincerely,


Kimberly Brandt, Superintendent

Revised: September 2017

SUPERINTENDENT'S OFFICE
207-225-1000 OPTION #1
FAX 207-225-5608

BUSINESS OFFICE
207-225-1000 OPTION #4
FAX 207-225-5608

SPECIAL EDUCATION OFFICE
207-225-1025
FAX 207-225-5608