**Scott County R-IV School District**

4035 State Hwy 77

Benton, MO  63736

573-545-3541 Ext. 5

573-545-3929 Fax

Dear Applicant:

Thank you for your interest in applying for the elementary principal position administrative opening for the 2020-2021 school year with the Scott County R-IV School District.  We ask that the following items be addressed as part of the application process:

1. Complete the enclosed application form
2. Enclose a copy of your latest transcript(s) with the application.  An official copy of your transcript(s) will be required if you are employed.
3. Enclose a copy of your Missouri teaching certificate or verification of eligibility for a Missouri teaching certificate.
4. Please enclose 3 recent letters of recommendation.
5. A written philosophy of education, no more than 300 words.

Your application will become active once all of the above information has been reviewed.  Your application will remain active until June 30th at which time you must resubmit a new application.  Please call the Superintendent’s Office 573-545-3541 Ext. 5 if you have any questions about the application process.

All applications and documentation must be submitted to the district office by March 30, 2020 at 3 PM to be considered for the elementary principal position. Thank you again for your interest and we look forward to receiving your application.

Sincerely,

Dr. Kevin Cogdill

Superintendent of Schools

Enclosure

SCOTT COUNTY R-IV SCHOOL DISTRICT

**HELPING STUDENTS TO SUCCEED**

**4035 STATE HWY 77**

**BENTON, MISSOURI 63736**

**573-545-3541 ext 5 PHONE**

**573-545-3929 FAX**

## APPLICATION FOR AN ADMINISTRATIVE POSITION

The Scott Co. R-IV School District considers applicants for all positions without regard to race, color, religion, sex, national origin or disability. If you have a disability or handicap which may require accommodation for you to participate in our application process (including filling out this form, interviewing or any other pre-employment procedure or requirement), please make us aware of any accommodation you feel is necessary. If you have any inquiries, complaints or concerns about any pre-employment procedure or requirement, including completing this application, or about the District policy of non-discrimination, you may contact Dr. Kevin Cogdill at Scott County

R-IV Schools, 4035 State Hwy 77, Benton MO 63736, telephone number (573) 545-3541 ext 5.

All applicants are expected to answer all questions on this application. Answer “none” or “not applicable” where necessary.

Date

### Last Name First Name Middle Name

Other names that may appear on your transcripts or records:

Social Security Number - -

Current Address

Street City State Zip

Current Phone( ) -

Permanent Address

### Street City State Zip

Permanent Phone( ) -

Date Available

**ADMINISTRATION**

**APPLICATION**

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Certification: Type (Life, PC1, Etc.)

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State(s) Subject(s)/Area(s)

Grade Level(s) Expiration date(s)

Other information regarding your certification and/or certification status:

Position(s) for which you are applying:

Educational Preparation:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | NAME &  LOCATION | DATES OF ATTENDANCE | NAME OF DEGREE | MAJOR | OVERALL  GPA |
| HIGH SCHOOL |  | N/A | N/A | N/A | N/A |
| COLLEGES/  UNIVERSITIES |  |  |  |  |  |
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**ADMINISTRATION**

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Teaching Experience:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DISTRICT NAME  & ADDRESS | POSITION | DATES OF  EMPLOYMENT | NUMBER OF  YEARS | SUPERVISOR | PHONE |
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Administrative Experience:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DISTRICT NAME &  ADDRESS | POSITION | DATES OF  EMPLOYMENT | NUMBER OF  YEARS | SUPERVISOR | PHONE |
|  |  |  |  |  |  |
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References:

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| --- | --- | --- | --- |
| NAME | ADDRESS | PHONE | POSITION |
|  |  |  |  |
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**ADMINISTRATION**

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Employment Questions:

1. Have you ever been arrested for, or charged with or convicted of a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than $100.00)

2. Have you ever pleaded guilty or no contest to a felony or misdemeanor? (Exclude traffic offenses for which you were not sentenced to jail or for which the fine was less than $100.00)

3. Has the Missouri Division of Family Services or a similar agency in any other state or jurisdiction, ever issued a determination or finding of cause or reason to believe or suspect that you have engaged in physical, emotional, psychological or sexual abuse or neglect of a child?

4. Have you ever failed to be re-employed by an educational institution?

If the answer to any of the foregoing questions is “yes” please explain; use a separate sheet if necessary:

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#### READ CAREFULLY BEFORE SIGNING

I acknowledge and agree to the following provisions as conditions to consideration of my application for employment:

1. I hereby authorize my current and former employers and references to furnish any information about me and about my work experience. I release my current and former employers and references from any and all liabilities or damages of any nature as a result of providing such information. My current and former employers and references may rely on a signed copy of this release.

2. I understand and consent to having criminal and arrest records checks as well as background checks by the Missouri Division of Family Services as a condition for consideration of my application for employment.

3. I certify that the answers given in this application are true and complete to the very best of my knowledge. In the event I am employed by the District and in the further event that I have provided false or misleading information in this application or in subsequent employment interviews, I understand that my employment may be terminated at any time after discovery of the false or misleading information.

4. I understand that this application will be considered active through June 30th. I understand that if I wish my candidacy to remain open after that date I must submit another application.

Signature Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Do Not Write Below This Line – For Administrative Use Only

Date received: Application Credentials Transcripts

Date interviewed: Interviewed by:

Date and time: Applicant notified

Date and time: Applicant accepted

Position offered:

Salary step and level:

**ADMINISTRATION**

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## APPLICANT QUESTIONS

Name: Social Security# - -

Please respond to the following questions in your own handwriting.

1. Why did you decide to become an administrator and why are you seeking this position?

2. What student outcomes would you strive for as an administrator?

3. Why are you the best candidate for the position?