



You have opened the application form for the

Superintendent

of

Dundy County Stratton Public Schools

Benkelman, Nebraska

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

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

by

Wednesday, January 18, 2012

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

McPherson & Jacobson, L.L.C.
7905 L St., Suite 310
Omaha, Nebraska 68127

or

Faxed to: (402) 991-7168

or

Emailed to: apps@macnjake.com

Title: Dr. Mr. Ms. Mrs. (other—please list) _____

Name: _____ Telephone _____

Home Address: _____ Office: () _____

_____ Home: () _____

_____ Cell: () _____

Zip Code: _____ E-mail: _____

Record of Professional Education (in reverse chronology)

Institution	Graduation Date	Major	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Record of Professional Experience (in reverse chronology)

Title	Dates	District	State	Enrollment	Annual Salary
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____

Give names, titles, and telephone numbers of three administrators and/or school board members familiar with your career that we may contact. This will be done confidentially.

Name	Title	Business Phone	Home Phone	Cell Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The Board of Education has identified the following qualities for the superintendent of schools.

Please respond to each of the qualities stressing your experience, strengths, and abilities in each area, limiting your responses to between 200 and 300 words for each item.

1. Knowledgeable in the areas of budgeting and school finance; possesses strong organizational and business management skills
2. Possesses visionary leadership skills that embrace goal-setting and strategic planning, with the ability to establish accountability procedures for staff and students
3. Possesses successful administrative/instructional leadership skills, with a background in curriculum, standards, student achievement, and assessment
4. Knowledgeable and involved in legislative issues which may have a potential impact on the future of the school district
5. Possesses effective oral, written, and listening communication skills, with the ability to establish a respectful working relationship with students, staff, patrons, and board members; maintains a visible presence in the school and the communities in the school district

Do you have a Superintendent Endorsement for the state represented by the position listed on this Application Information Form? Yes ____ No ____

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

Applicant hereby waives his/her right to confidentiality with regard to his/her work record or criminal record and consents to and authorizes the release of information from current or former employers and/or law enforcement personnel upon inquiry under this application.

Signature of Applicant: _____ Date: _____

This application must be COMPLETED and RETURNED by: WEDNESDAY, JANUARY 18, 2012

**Dundy County Stratton Public Schools
McPherson & Jacobson, L.L.C.
Executive Recruitment and Development
7905 L St., Suite 310
Omaha, Nebraska 68127
Phone: (402) 991-7031/(888) 375-4814
E-mail: apps@macnjake.com
Fax: (402) 991-7168**

AA/EEO Employer