



You have opened the application form for the

Superintendent

of

Helena School District #1

Helena, Montana

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, February 22, 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 Helena School District Board of Trustees is looking for a highly qualified superintendent for their 8,500 student school district. Helena, the “Queen City of the Rockies”, is Montana’s state capital, alive with history and culture, and surrounded by pristine mountains, forests, and streams.

The Board of Trustees 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.

The successful candidate:

1. will keep students’ needs first, understanding his/her primary responsibility is providing a quality education for all students, and listening to and involving students, parents, community members, educators and staff, and the board;
2. is a consensus builder, is skilled in negotiations, is a communicator who listens effectively, has experience forging relationships with community and employee groups in working toward common goals;
3. possesses a thorough understanding of finance and budget processes and demonstrates the ability to maximize resources effectively and efficiently;
4. is a visionary leader able to manage change while being an ambassador for all students, staff and the district, and exhibits the skills necessary to lead both collaboratively and directly;
5. is an innovative educational leader receptive to proven research-based ideas, demonstrates willingness to lead and implement change and has a record of success in promoting educational practices that improve learning, student achievement, and graduation rates.

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, FEBRUARY 22, 2012

**Helena School District #1
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