



You have opened the application form for the

## **Superintendent**

of

## **North Kitsap School District**

Poulsbo, Washington

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

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

by

**Monday, February 6, 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](mailto: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, addresses, 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 Directors 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 500 words for each item.**

1. The Superintendent must be a strategic, visionary leader with strong communication and decision-making skills, having also demonstrated successful collaborative and interpersonal skills. It is preferred the candidate be a creative and innovative thinker.
2. The Superintendent needs to be visible, open-minded and approachable as well as able to connect with students, staff and the community. The person selected must be able to “build bridges,” and have demonstrated the qualities of integrity, honesty and trustworthiness.
3. The Superintendent should have a strong leadership background, value students and give top priority to student needs.
4. The Superintendent needs to be responsible, accountable and have a clear understanding of the overall operations of the school district with a special emphasis on finance and budgets.
5. The Superintendent must be a caring and compassionate person who values, promotes and celebrates the community’s cultural diversity.

*Note: The superintendent must reside in the 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: FEBRUARY 6, 2012

**North Kitsap School District  
McPherson & Jacobson, L.L.C.  
Executive Recruitment and Development  
7905 L St., Suite 310  
Omaha, Nebraska 68127  
Phone: (402) 991-7031  
E-mail: [apps@macnjake.com](mailto:apps@macnjake.com)  
Fax: (402) 991-7168**

AA/EEO Employer