



You have opened the application form for the

Superintendent

of

Olympia School District

Olympia, 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

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, 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 should hold students as the highest priority and be committed to long term student achievement through school years and beyond.
2. The Superintendent should be able to listen to all constituents, possess strong public speaking and interpersonal skills, have a sense of humor and create an open, engaging environment for all.
3. The Superintendent should be involved in the community including contact with non-profit organizations, and be capable of encouraging and managing diverse community input.
4. The Superintendent should be able to communicate an understanding of the budgetary process, make tough decisions and stick by them, and understand and be able to prioritize resources.
5. The Superintendent should be a person who possesses strong leadership skills, takes responsibility when something does not work out as intended and be a person who works in an ethical manner.

Note: *The successful candidate must be willing to live in the district. A superintendent certificate is preferred.*

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 22, 2012

**Olympia 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
Fax: (402) 991-7168**

AA/EEO Employer