

December 18, 2009

NOTICE OF VACANCY - 2010 - 2011 School Year

Fruitland High School Principal

Fruitland School District #373 is seeking a Principal for the Fruitland High School. The principal is responsible for supervision of teachers, students, student activities and the educational program at Fruitland High School. The high school principal must be able to communicate effectively with students, teachers, community members and other administrators.

Position is a 210 day contract with an approximate start date around the first part of August, 2009. Salary is negotiable and will be competitive with districts of comparable size and location. Applicants are required to have a Masters Degree or higher and have a valid Idaho Administrators Certificate with a K-12 Principal Endorsement.

Application deadline is 5:00 p.m., Monday, February 1, 2010. Applicants are asked to submit the following:

- Completed application form
- Current Resume
- Official placement credentials from College or University Placement Center
- Transcripts from all Colleges/Universities
- Copy of Idaho Teaching Credential or evidence that you can qualify for an Idaho Certificate
- Any additional information you feel would be helpful in reviewing your file

Apply by 5:00 p.m. Monday, February 1st to: Fruitland School District #373
P.O. Box A
Fruitland, ID 83619
(208) 452-3595

School District No. 373 is an Equal Opportunity Employer, without regard to sex, race, religion, national origin or age.

PRINCIPAL JOB DESCRIPTION

Qualifications:

1. Masters Degree
2. Valid Idaho Administrator's Certificate with a K/12 Principal Endorsement
3. Other such qualifications as established by the administration.

Reports To: Superintendent of Schools

Supervises: All personnel serving in assigned school

Job Goal: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

Performance Responsibilities:

1. Supervises and administers the school's educational program.
2. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
3. Assists in the development, revisions, and evaluation of the curriculum.
4. Supervises all professional, paraprofessional, and nonprofessional personnel attached to the school.
5. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff.
6. Assumes responsibility for the safety and administration of the school plant.
7. Reports to central office regarding the needs of the school with respect to personnel, equipment, supplies and curriculum.
8. Establishes guide for proper student conduct and maintaining student discipline.

Terms of Employment:

Established by contract—ten, eleven or twelve months per year. Salary and work year to be established by the Board.

Evaluation:

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

**SCHOOL PRINCIPAL APPLICATION
FRUITLAND SCHOOL DISTRICT #373
303 SW 3rd Street-----PO Box A
Fruitland, ID 83619**

Directions: * If you need additional space, attach a supplemental sheet
 * Sign the completed application

Date of Application _____ Social Security Number _____

Name _____
 (Last) (First) (Middle) (Maiden)

Mailing Address _____

City _____ State _____ Zip _____

Residence Address _____

City _____ State _____ Zip _____

Telephone No. _____ Message Telephone No. _____

Please note that the Employment Record, Education & Training and References sections do not need to be completed if an attached resume provides all of the specific requested information. If there is information requested that is not on your resume, please be sure to provide that information in order to ensure your application materials will be considered.

EDUCATIONAL AND PROFESSIONAL TRAINING

Please list, in order of attendance, all educational institutions attended.

Name of Institution	Address, City, State	Semester Hrs*	Degree/Date	Major	Minor
High School		N/A			
Undergraduate College Work					
Graduate College Work					

*Multiply quarter hours by two-thirds to get equivalent semester hours

Do you have an Idaho Credential? Yes _____ No _____ **List Status:** _____
If yes, type of credential(s): _____
Endorsements _____
Date Certificate(s) Expire _____
What date did you receive your Initial Teaching Certificate? Month _____ Year _____

EDUCATIONAL EMPLOYMENT

Beginning Mo/Yr	Ending Mo/Yr	Name & Address of School	Position Held/Grade Taught	Supervisor/Title/Phone	Reason for Leaving

OTHER EMPLOYMENT (In Chronological order)

Inclusive Dates	Type of Work or Position Title	Employer/Address	Supervisor/Phone

I hereby waive the right to privacy regarding information contained in this application and understand that such information may be verified and references checked. I certify that such statements are true, and understand that misrepresentation or omission of acts called for in this form, or on any resume provided by me, is cause for termination of employment without notice.

Signature

Date

Fruitland School District #373 is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, national origin, sex, age, marital status, veteran status, or the presence of any physical, sensory or mental disability.

FRUITLAND SCHOOL DISTRICT #373

The following questions are designed to help the Screening Committee begin to know you as a person and as a professional. Your concise and candid responses are very important to us. Please answer on a separate sheet of paper with a maximum of one-half page per question.

1. What do you consider to be your major strengths as a school principal?
2. In your previous experience(s), in what ways have you most influenced a school and/or community?
3. List names, positions, and addresses of any present or former supervisors or colleagues who are qualified to speak authoritatively about your professional abilities and achievements, and whom you have asked to serve as a reference on your behalf. Please list both a work and a home telephone numbers.
4. Please identify one important contemporary professional issue, trend, problem, etc., which is of personal/professional concern to you. Briefly explain why it is a concern.
5. Summarize your experience with the following: (a maximum of a half page per topic.)
 - Supervision of Certified and Classified Staff
 - Student, Parent and Public Relations
 - Student Discipline
 - School Finance/Budget
 - Special Education
 - Strategic Planning
 - Staff Development
6. Please feel free to add any information which you think relevant to your application for a position with the Fruitland School District.