APPLICATION REQUIREMENTS FOR

SUPERINTENDENT

of

PINGREE-BUCHANAN PUBLIC SCHOOL DISTRICT

Pingree, North Dakota

Please submit the following:

- Cover letter
- Completed application form supplied by NDSBA
- Résumé
- Certification of teaching and superintendent credential
- Official transcripts (copies are acceptable) indicating a bachelor's, master's, doctorate degree; do not include transcripts for other classes taken
- Two current letters of recommendation; letters may not be dated prior to 2025
- Applicants claiming Veterans' Preference must be a North Dakota resident, a wartime veteran, and include form DD-214

Deadline: Open until filled

All application materials should be sent to:

North Dakota School Boards Association
1224 W. Owens Ave.
Bismarck ND 58501

FAX (701) 258-7992

EMAIL: amy.dekok@ndsba.org
(single .pdf file preferred)

Application for the Position of

SUPERINTENDENT

Pingree-Buchanan Public School District
Pingree, North Dakota

1. Name_____
   (Last) (First) (Middle)

2. Home Address _____
   (Street, City, State, Zip Code)

   Home Telephone Number ( ) _____ Office Telephone Number ( ) _____

   Cell Phone Number ( ) _____ Email Address _____

3. Present Position _____

4. School District or Organization _____

5. **If a School District, please provide the following information:**

   Size of District's Annual Operating Budget $ _____ No. of Teachers_____

   Number of Non-licensed Staff _____ Number of Admin./Supervisory Personnel_____

   Current Pupil Enrollment _____

6. **If other than a School District, please provide the following information:**

   Size of Budget for Which Responsible $_____ Number of Employees _____

   Number of Persons Reporting to You Personally _____

7. **Employment History**: Please list full-time positions, most recent first.

Position	Organization	From/To	No. of years	Enrollment	Salary

8. **Professional Preparation**: Please list both undergraduate and graduate degrees in chronological order.

Institution	Location	Major/Minor	Degree	Date of Degree

9. Do you hold a current Superintendent Credential from North Dakota? Yes _____ No _____
   If not, are you eligible for a Superintendent Credential in North Dakota? Yes _____ No _____

10. Honors and Awards:

_____
_____
_____
_____
_____
_____

11. **Areas of Highest Demonstrated Competency**: Please rank in order of competence (from 1-17 with 1 being the highest) based on your experience or specialization in academic preparation.

_____ State Standards and Assessments
_____ Community Relations
_____ Curriculum/Instruction
_____ Organizational Skills
_____ Career and Tech Education
_____ Grant Writing Skills
_____ Decision-Making Skills
_____ Cognia
_____ Respected Leader
_____ Ensure Facilities, Equipment, Supplies Meet Needs
_____ Superintendent/Board Relations
_____ Goal and Vision Setting
_____ Positive Personnel Management/Employee Relations
_____ Policy Implementation
_____ Financial Planning/School Budgeting
_____ Experience With Diverse Cultures
_____ Other (specify below):
_____

12. **References:** Please list names of three persons who are most familiar with your work and qualifications.

Name	Position	Address	Business Phone	Home Phone

13. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

_____Yes _____No

14. Have you ever resigned from a prior position without being asked but due to an investigation or lawsuit related to your employment?

_____Yes _____No

15. Have you ever been charged with, plead guilty or no contest to, or been convicted of a crime?

_____Yes _____No

16. Have you ever been placed on probation for any crime or has a court ever deferred a proceeding of which you were the subject without entering a finding of guilty?

_____Yes _____No

17. If you checked "yes" to any of the above questions, please explain below, including the date of the incident, alleged offense, and, if applicable, charge, court action taken, and address of the court.

18. Have you been subject to a criminal history record check by the ND Educational Standards and Practices Board as a condition of licensure under NDCC § 15.1-13-14? (Select "no" if you were grandfathered in under this law.)

_____Yes _____No

19. Veteran Eligibility: You must be a North Dakota resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions.

Do you claim preference as a:

Veteran	____No	_____Yes – Attach DD-214, Report of Separation
Disabled Veteran	____No	____Yes – Attach DD-214 and a letter less than 1 year old from VA indicating disability
Spouse of Disabled Veteran	____No	____Yes – Attach copy of marriage certificate, DD-214, and letter less than 1 year old from VA indicating disability
Spouse of Deceased Veteran	____No	____Yes – Attach copy of marriage certificate, DD-214, and Veteran's Death Certificate

I hereby grant authorization to the Pingree-Buchanan School Board and their designee to check my employment history, including, without limitation, information pertaining to my employment from any of my present or former employers, supervisors, or coworkers; to check references; and to obtain investigation information, including criminal history records as authorized by NDCC § 12-60-24, as well as credit history and driving records. I will cooperate to the extent necessary to obtain the release of this information.

I certify that I have made true, correct, and complete answers and statements on this application and acknowledge that they may be relied on in considering my application. Furthermore, I hereby waive my rights to confidentiality with regard to my work record or criminal record and consent to and authorize the release of information from current or former employers and/or law enforcement personnel upon inquiry under this application.

North Dakota has broad sunshine/open records laws. If selected as a finalist, all records regarding the search are open to the public on request.

Signature of Applicant _____ Date _____

This application must be completed and returned to:

Amy De Kok
ND School Boards Association
1224 W Owens Ave
Bismarck, ND 58501

or

amy.dekok@ndsba.org