



APPLICATION REQUIREMENTS FOR  
**SUPERINTENDENT**  
of  
**NEW TOWN SCHOOL DISTRICT**  
New Town, 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 2022
- Applicants claiming Veterans' Preference must be a North Dakota resident, a wartime veteran, and include form DD-214

**Deadline: January 16, 2023**

**All application materials should be sent to:**

North Dakota School Boards Association  
1224 W Owens Avenue  
Bismarck ND 58501

FAX (701)258-7992

EMAIL: [alexis.baxley@ndsba.org](mailto:alexis.baxley@ndsba.org)  
(a single .pdf file is preferred)



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

Institution                      Location                      Major/Minor                      Degree                      Date of Degree

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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:

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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.

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

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

Name                      Position                      Address                      Business Phone                      Home Phone

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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 Veterans’ Administration indicating disability

Spouse of Disabled Veteran  No                       Yes – Attach copy of marriage certificate, DD-214, and letter less than 1 year old from Veterans’ Administration 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 New Town 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 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 by January 16, 2023, to:

Alexis Baxley  
North Dakota School Boards Association  
1224 W Owens Avenue  
Bismarck, ND 58501

OR

[alexis.baxley@ndsba.org](mailto:alexis.baxley@ndsba.org)  
(single .pdf file preferred)