

# Monte Vista School District

Inspiring the Pursuit of Excellence, *One Student at a Time!*

## APPLICATION FOR EMPLOYMENT PRINCIPALS

To Applicant:

Monte Vista C-8 is seeking high quality candidates who meet Colorado Department of Education standards for licensure. Standards include passing competency tests. For specifics on Colorado requirements please contact:

Colorado Department of Education  
Educator Licensing  
201 East Colfax Avenue  
Denver, CO 80203  
(303) 866-6628  
FAX: (303) 830-0793

You must submit the following items with this application to complete your file and be eligible for interview:

1. Detailed letter of application addressing at a minimum: (a) What you understand to be the most important leadership qualities of an effective principal; and (b) A discussion of your leadership style as it relates to organizational change.
2. Professional Resume including at least 3 professional references.
3. Three current letters of recommendation or college placement credentials. (Dated within the last 2 years.)
4. Completed district application.
5. Photo copy of License(s).
6. A complete set of unofficial transcripts. (Official transcripts will be required upon employment.)

Those selected for employment must:

1. Furnish official college transcripts.
2. Be able to secure a written release if under contract to another school district.
3. Possess or be eligible to possess a Colorado Principal license.

Return application and related material to:

Superintendent  
Monte Vista School District C-8  
345 East Prospect Avenue  
Monte Vista, CO 81144  
(719) 852-5996  
FAX: (719) 852-6184

*The Monte Vista School District does not unlawfully discriminate on the basis of race, color, sex (which includes marital status), sexual orientation, religion, national origin, ancestry, creed, age, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.*

*Specific complaints of alleged discrimination under Section 504 (handicap) or Title IX (sex) should be referred to: Superintendent of Schools, Monte Vista School District, 345 East Prospect Avenue, Monte Vista, Colorado 81144, phone (719)852-5996. Complaints may also be filed with the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado 80204.*

Robert A. Webb  
Superintendent

345 East Prospect  
Monte Vista  
Colorado 81144  
U.S.A

Phone 719.852.5996  
Fax 719.852.6184  
E-mail [rwebb@monte.k12.co.us](mailto:rwebb@monte.k12.co.us)  
Web site <http://www.monte.k12.co.us>

MONTE VISTA SCHOOL DISTRICT C-8  
345 East Prospect Avenue  
Monte Vista, CO 81144

**WHAT HAPPENS TO MY APPLICATION?**

**1. WHEN IS MY APPLICATION COMPLETE?**

A completed application will include a letter of application, a finished and signed application form, placement office papers, unofficial transcripts, and a resume.

**2. WHAT HAPPENS TO MY APPLICATION WHEN IT IS COMPLETE?**

The application and supporting documents are placed in the active file alphabetically by subject and/or grade level. These files are open to all administrators and supervisors in the district.

**3. WILL I BE NOTIFIED AS TO THE COMPLETENESS OF MY APPLICATION?**

Monte Vista C-8 does not have the staff to perform this service. We welcome your inquiries concerning your file. Either call (719) 852-5996 or write.

**4. WHAT IS THE PROCESS WHEN THERE IS A VACANCY IN MY FIELD?**

Vacancies are advertised within the district and on-line. The committees of administrators, staff, and board members screen applicants and select those to be interviewed.

**5. ARE ALL APPLICANTS INTERVIEWED?**

No. Because of the great number of applicants and because of varying levels of applicant preparation only those under serious consideration are interviewed. Interviews are conducted by one or more of the following: School Board, Administrators, with staff and parent involvement where appropriate. (Secondary administrators may have a student interview committee as well.)

**6. IF I AM SELECTED FOR AN INTERVIEW WHO PAYS THE TRAVEL EXPENSES?**

Interviews conducted in Monte Vista are at the applicant's expense.

**7. WILL I BE NOTIFIED IF I AM INTERVIEWED BUT NOT SELECTED FOR A POSITION?**

Those applicants who are interviewed but not selected will be notified either verbally or in writing when the position is filled.

**8. MUST I RENEW MY APPLICATION?**

Yes. All complete applications are held for a period of one year from the date of application and then declared inactive unless the applicant notifies the superintendent he/she wishes to remain active. It is best to do this in writing.

**9. MAY I JUST SAY "SEE RESUME" ON MY APPLICATION?**

Please use your discretion in completing the application. If all the information is contained in your resume, you do not need to replicate that information. ALL applications must complete the Pre-Screening Questions on Page 6 of the application.

**THANK YOU FOR YOUR CONSIDERATION OF MONTE VISTA C-8**



**CONTRACTUAL SCHOOL TEACHING EXPERIENCE (MOST RECENT FIRST)**

(Complete this section only if ALL the information is not contained in your resume.)

Place Taught	Assignment/ Responsibilities	Date		Name of Principal or Supervisor and Telephone Number
		From	To	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total number of years teaching in Colorado \_\_\_\_\_ Outside Colorado \_\_\_\_\_

**ADMINISTRATIVE INTERNSHIPS OR FIELD EXPERIENCES (MOST RECENT FIRST)**

(Complete this section only if the information is not contained in your resume.)

Type of Work and/or Position	District	Date		Name of Supervisor & Telephone Number
		From	To	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**OTHER RELEVANT EXPERIENCES (MOST RECENT FIRST)**

(Complete this section only if the information is not contained in your resume.)

Title/Description	Assignment/ Responsibilities	Date		Name of Supervisor & Telephone Number
		From	To	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Additional Experience:

Are you currently under contract with another School District? Yes \_\_\_\_\_ No \_\_\_\_\_

Date Available \_\_\_\_\_

List participation within the last two years in any professional activity for the improvement of the school or schools where you have been employed. (e.g., curriculum revision, etc.)

List any community and/or professional organizations of which you are a member. (Mention any offices, honors, or positions of responsibility you have held in these organizations.)

Why do you wish to leave your present position?

**Have you ever been involuntarily terminated from a position, asked to resign, or left a position after being told you would be terminated? Yes \_\_\_\_\_ No \_\_\_\_\_**  
**If "Yes", please give the district name, dates, and reasons for the termination or request to resign.**

**Have you ever been convicted of a crime other than minor traffic offenses? Yes \_\_\_\_\_ No \_\_\_\_\_**  
**If "Yes, provide complete details indicating date, charge, place, and action taken. Be advised that an affirmative answer does not disqualify an applicant.**

**Have you ever had your educator license or certification denied, suspended, revoked or annulled?**  
**Yes \_\_\_\_\_ No \_\_\_\_\_**  
**If "Yes, provide complete details indicating dates, state licensing agency involved, and reasons for the denial, suspension, revocation, or annulment.**



Applications are placed in the active file for a period of two (2) years.

An on-site interview (at the applicant's expense) is required before hiring, unless specifically waived by the district.

Colorado statutes provide that this application and the information contained herein is available for public inspection.

\* \* \* \* \*

**PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that the information given by me on this application and my supplement is true and correct to the best of my knowledge. I understand that false statements on this application may result in termination of employment. I authorize the district to conduct work history and personal reference checks to verify statements on this application form and on other materials provided as part of my application for this position.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\* \* \* \* \*

**OPTIONAL SECTION**

From time to time, surrounding school districts experience a shortage of candidates and will contact us for leads on applicants. If you want us to share your file with districts which are seeking applicants in your area of specialization, please sign the following release:

I hereby authorize sharing of my application data, including but not limited to credentials and transcripts, with authorized employment officials from other school districts who may be seeking applicants in my area of specialization.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant