

Monte Vista School District

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

APPLICATION FOR EMPLOYMENT Instructional Coach

To Applicant:

Monte Vista C-8 is seeking high quality candidates who meet Colorado Department of Education standards for licensure. Applicants should hold or be eligible for a professional teaching license. Provisional or professional principal licenses are also acceptable.

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 qualities of an effective instructional coach; 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 educator's license – see above.

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

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

Complaints should be referred to: Robert Webb, Superintendent of Schools, Monte Vista School District, 345 East Prospect Avenue, Monte Vista, Colorado 81144, phone (719)852-5996, rwebb@monte.k12.co.us. Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title II, Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Robert A. Webb
Superintendent

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

Phone 719.852.5996
Fax 719.8526184
E-mail 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

District Use Only

Application Received _____/_____/_____
Cover Letter _____ Resume _____ Reference/Credentials _____
Transcripts _____ License _____

MONTE VISTA SCHOOL DISTRICT NO. C-8

(Typed Responses Preferred)

Name _____ Social Security No. _____
Last First Middle

Application Date _____ Application for Full Time _____ Part Time _____

Address _____
Number Street City State Zip

Current Telephone No. _____ Alternate Telephone No. _____

E-mail: _____

Do you hold a valid Colorado Principal license? Yes ___ No ___ Have applied ___
(Please attach a copy.)

Do you hold other Colorado Educational licenses?

If "Yes",
endorsements _____ and expiration date _____ (Please
attach a copy.)

EDUCATION

(Leave blank if ALL the information is contained in your resume.)

Name of college, location and date(s) attended.	Date From-To	Degree	Major	Sem. Hrs.	Minor	Sem. Hrs.
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

CONTRACTUAL INSTRUCTIONAL EXPERIENCE (MOST RECENT FIRST)

(Leave blank if ALL the information is contained in your resume.)

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

Total number of years teaching in Colorado _____

Total number of years teaching outside of
Colorado _____

ADMINISTRATIVE INTERNSHIPS OR FIELD EXPERIENCES (MOST RECENT FIRST)

(Leave blank if ALL the information is 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)

(Leave blank if ALL the information is 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.

Is there anything that will appear on a criminal background check that you would like to explain?
Yes _____ No _____
If "Yes, provide complete details on an attached sheet of paper.
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