



APPLICATION REQUIREMENTS FOR

SUPERINTENDENT

of

HILLSBORO PUBLIC SCHOOL DISTRICT

Hillsboro, North Dakota

Please submit the following:

- Cover letter
- Completed application form
- Résumé
- Certification of teaching or superintendent degree
- Transcripts from where a bachelor's, master's, or doctorate degree was earned; do not include transcripts for other classes taken.
- Three current letters of recommendation
- Do not include information not requested

by January 31, 2024

If Hillsboro Public Schools has not received these materials by the due date, you will not be considered for this position. All application materials should be sent to:

Vicky Grothmann
PO Box 579
Hillsboro, ND 58045

(701)636-4360

EMAIL: vicky.grothmann@k12.nd.us

Application for the Position of Superintendent

Hillsboro Public School District, Hillsboro, North Dakota

1. Name: _____
(Last, First, MI)

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 Nonlicensed 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/Organization _____

Number of Persons Reporting to You Personally _____

7. **Employment History:** Please list in reverse chronological order all full-time positions held.

<u>Position</u>	<u>Organization</u>	<u>From/To</u>	<u>No. of years</u>	<u>Enrollment</u>	<u>Salary</u>
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

<u>Institution</u>	<u>Location</u>	<u>Major/Minor</u>	<u>Degree</u>	<u>Date of Degree</u>
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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:

11. **Areas of Highest Demonstrated Competency:** Please rank in order of competence (from 1-16 with 1 being the highest) based on your experience or specialization in academic preparation.

_____ Assessments (State Standards)	_____ Long Term (Strategic) Planning
_____ Community Relations	_____ Management of Decline
_____ Curriculum/Instruction	_____ Management of Growth
_____ Decision-Making Skills	_____ Working with Other School Districts
_____ Educational Leadership	_____ Personnel Management/Employee Relations
_____ Experience with Diverse Cultures	_____ Staff Development
_____ Financial Planning/School Budgeting	_____ Superintendent/Board Relations
_____ Organizational Skills	_____ Other (Specify below)

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

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Business Phone</u>	<u>Home Phone</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

13. Respond in writing to your background/experience related to the following skills, qualities, and characteristics desired in the new superintendent as identified by the Hillsboro Public School Board:

- Experience in High Reliability Schools Framework
- Leadership skills and ability
- Good communication skills
- Good management skills
- Positive interaction with others
- Knowledge of reports required by the Department of Public Instruction
- Experience with construction (expansion or new facility)

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

17. 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

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

I hereby grant authorization to the Hillsboro Public School Board 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” and 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 31, 2024 to:

Vicky Grothmann
Hillsboro Public School
PO Box 579
Hillsboro, ND 58045