

# Garretson School District 49-4

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*"Growing our future every child, every day"*

505 Second Street, P.O. Box C  
Garretson, SD 57030  
(605) 594-3451  
Fax (605) 594-3443  
[www.garretson.k12.sd.us](http://www.garretson.k12.sd.us)

Guy Johnson, *Superintendent*  
Jacob Schweitzer, *Business Manager*  
Katie Hoekman, *Elementary Principal*  
Chris McGregor, *MS/HS Principal*  
Kayli Coburn, *Special Education Director*

Dear Professional Educator:

Thank you for your interest in employment at the Garretson School District. We are excited to welcome new staff members who share our belief that our students come first. We are proud of our school and our staff, and we welcome you to apply with us.

In order to be considered complete, your application should include the following:

1. Letter of application.
2. Current Resume
3. Completion of the application form, with an original signature, and a listing of former employers and references, with full addresses and phone numbers.
4. Photocopies of all college or university transcripts.
5. Photocopy of a current South Dakota Teaching Certificate, or other certification documentation as explained in the application.
6. A minimum of three (3) letters of recommendation, including at least one letter from a school administrator who knows you well.

Please send the completed application form and materials to Superintendent Guy Johnson at the above address.

Any offers of employment are contingent upon completing a criminal background check with non-disqualifying results, securing a SD Teaching Certificate, and finally, approval of the contract by the Garretson School Board.

Questions about the application process can be directed to Superintendent Guy Johnson at (605) 594-3451 or via email – [Guy.Johnson@k12.sd.us](mailto:Guy.Johnson@k12.sd.us).

# Garretson School District 49-4

## Professional Educator Application

Full and complete applications consist of the following:

- Letter of Application
- Resume
- Completion of this form, including signature and date
- Photocopies of College or University Transcripts
- Minimum of three (3) Letters of recommendation (may be part of your college credentials file)
- Photocopy of SD Teaching Certificate, or other certification documentation as explained below

### **Section I: Please Print or Type**

Name: \_\_\_\_\_

Social Security # \_\_\_\_\_

Address: \_\_\_\_\_

Phone # (home) \_\_\_\_\_

\_\_\_\_\_

Phone # (cell) \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone # (work) \_\_\_\_\_

### **Section II: Positions of Interest:**

Position:

Level:

Areas of Endorsement:

☐ Teacher

☐ Elementary

\_\_\_\_\_

☐ Counselor

☐ Middle School

\_\_\_\_\_

☐ Administrator

☐ High School

\_\_\_\_\_

**Section III: Co-Curricular Activities:** Please indicate any areas in which you are either certified / endorsed or interested in supervising or coaching:

☐ Football

☐ Track

☐ Basketball

☐ Wrestling

☐ Volleyball

☐ Cross Country

☐ Oral Interp

☐ One-Act Play

☐ Three-Act Play

☐ Cheerleading

☐ Quiz Bowl

☐ Student Council

**Professional Preparation:**

College work resulting in degree:	Name of Institution / City/State	Major	Minor	Degree Earned

Training or additional certifications not included in degree work cited above	Name of Institution / City/State	Years Attended	Area of Study	Credit Earned

Student Teaching	From	To	School	Location	Grade/subject
	Cooperating Teacher:				

**Teaching Experience:**

Employer/ Address	Dates Employed	Position	Supervisor Name / Phone	Reason For Leaving

**Other Work Experience:**

From	To	Employer Name, Address, Phone #	Job Title	Supervisor	Duties

**References:** These should be people familiar with your professional work who are qualified to answer questions concerning this application. Include Superintendents and/or Principals who have supervised you.

Name	Phone #	Occupation / Relationship	Address

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**Certification Documentation Required:**

Employment offers are contingent upon the candidate's ability to be certified to teach in South Dakota. Candidates pursuing positions within the Garretson School District are encouraged to apply for certification in order to be considered for employment.

Do you possess a valid (not expired) SD Teaching Certificate? Yes      No

If not, have you applied with the SD DOE? Yes      No

If you answered "no" to either of the above questions, you need to include the following documentation with your application.

1. Out of state, existing educators: A photocopy of your valid teaching license and a photocopy of your Praxis II tests.
2. New graduates of SD Colleges and Universities: A letter from the college / university official verifying proof of degree earned, teaching endorsements, majors and subject authorizations. If you have taken the Praxis II test, please include a photocopy of the results.
3. New graduates from Out-of-state colleges and universities: A letter from the college / university certification official verifying proof of degree earned and teaching endorsements within your state. Include a photocopy of Praxis II tests.
4. Alternative certification educators: Documentation from the SD Department of Education verifying your candidacy for Alternative Certification.

The Garretson School District 49-4 resolves not to discriminate against anyone on the basis of race, sex, creed, color, national origin or disability. Persons seeking information or having complaints may contact the Regional Director, Department of Education, Office of Civil Rights, US Dept of Education, One Petticoat Lane, 1010 Walnut St., 3<sup>rd</sup> Floor, Suite 320, Kansas City, MO 64106; Telephone: (816)268-0550 or email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

This application should be returned to:

Superintendent  
Garretson School District 49-4  
PO Box C  
Garretson, SD 57030

Certification of applicants: Please read carefully before signing. I authorize the Garretson School District to investigate all statements contained within this application. I understand that any misrepresentation or omission of facts called for in this application is cause for cancellation, or separation from employment.

I further authorize the Garretson School District to make any investigation of any personal, educational, vocational or employment history. I further authorize any current or former employee, person, firm, corporation, educational or vocational institution or government agency to provide the Garretson School District with information they have regarding me. I hereby release any discharge to the Garretson School District and to those who provide information from any and all liability as a results of furnishing and receiving this information. I further agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. References and personal information which become a part of this application will be regarded as confidential and shall not be revealed to me. Further, I understand that the Garretson School District is drug, alcohol, and tobacco free and that any offer of employment is conditional based on a completed criminal background check.

Have you ever been convicted of a crime (excluding minor traffic offenses)? Yes                      No

Have you ever been discharged, non-renewed or asked to resign from a position of employment? Yes                      No

Are you currently a party to any pending lawsuit or administrative action? Yes                      No

Do you wish to claim veteran's preference? If yes, attach a DD214 form. Yes                      No

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date