



JOINT SCHOOL DISTRICT NO.2

HUMAN RESOURCES CENTER

Application Instructions

Administrative Applicants

Thank you for your recent application to Joint School District No. 2. We appreciate your interest in our district and your time commitment in completing the application process.

Please submit requested materials to Joint School District No. 2, Attention: Jerrita Cooke, 1303 E. Central Dr., Meridian, Idaho 83642. A complete application file consists of the following materials:

In-District Applicants:

- a. Completed Joint School District No. 2 application
- b. Current resumé
- c. Three *current letters of recommendation regarding your administrative training/experience
- d. Any current transcripts not on file with the human resource department

Out of District Applicants:

- a. Completed Joint School District No. 2 application
- b. Current resumé
- c. Official transcripts from each university showing degree(s) obtained and dates
- d. Three *current letters of recommendation regarding your administrative training/experience
- e. Copies of all current teaching and administrative certificates

*Current (less than two years old)

It is the responsibility of the candidate to submit any and all documentation to support his/her candidacy for employment as an administrator to Jerrita Cooke at the Joint School District No. 2 Administration office. Information can either be mailed to the above address or attached to an e-mail. Send to: Jerrita Cooke at cooke.jerrita@meridianschools.org. The file attachment(s) must be in one of the following formats:

- . Microsoft Word 97 or earlier version (*.doc)
- . Microsoft Powerpoint 97 or earlier version (*.ppt)
- . HTML (*.html or *.htm)
- . Rich-text document (*.doc created in Windows Wordpad)
- . Plain text document (*.txt created in Windows Notepad)

Joint School District No. 2 establishes and maintains an administrative applicant pool through a systematic procedure that allows each candidate's file to be reviewed and evaluated. This procedure ensures the district of a pool of highly qualified applicants which have up-to-date applications, resumes and letters of recommendation.

Applications are processed as follows:

Stage I

Preliminary screening of applicants will be based on the ability to meet job description requirements as evidenced by a current application, references, transcripts, resume, and certification. Qualifying candidate files will proceed to Stage II.

Stage II

All administrative applicants will be scheduled for an administrative screening interview. The administrative screening interview is only given once. If you have previously taken this interview, you will not be scheduled to take it again. Based on your file review, an administrator may be asked initially to take the teacher screening interview prior to the administrative screening interview.

- a. Qualified applicants will be placed in the district's applicant pool. They will be notified of their status via a letter. Applicants placed in this pool will be considered for all positions for which they are qualified rather than any one specific position.

Stage III

When an open vacancy occurs you may submit a letter of interest to interview for any position that may interest you. The appropriate administrator will select only those candidates he/she feels is most qualified for the job. Applicants will be retained in the pool for two years.

If you are hired for an administrative position in the district, you **must** hold a current State of Idaho administrative certificate prior to the first contract day. If you need information for obtaining an Idaho administrative certificate, contact the State Department of Education certification office, located in the Len B. Jordan Bldg., 650 W. State Street, or submit written request to P.O. Box 83720, Boise, Idaho 83720-0027; 208-332-6800, <http://www.sde.state.id.us/certification/>.

Your application file is kept active for two years. After that time, applicants may submit a new application and support materials.

Administrative education and experience will determine placement on the administrative salary schedule. Administrative interns are paid on the certified teacher salary schedule. If you have questions, please contact the human resources department at 208-855-4500.

State of Idaho law requires that all employees new to the district be fingerprinted. Our district requires that new employees complete the necessary paperwork and fingerprinting within ten (10) days of their hire date. Employees will not be paid until all paperwork and fingerprinting is complete. Additionally, the district conducts a state criminal background check of all new employees. Employees are required to pay the \$40.00 processing fee for the FBI records check by signing a Payroll Deduction Authorization form at the time of fingerprinting. The \$40.00 fingerprinting fee will be deducted from the employee's first payroll check (the IRS considers this a taxable deduction). You will be required to show one form of photo ID at the time of fingerprinting. This procedure is mandatory and the State Department of Education has set firm guidelines for school districts to follow. We cannot accept background checks from other agencies, states, etc. This process will be completed at the Joint School District No. 2 office; please check with human resources department for times and dates. We appreciate your cooperation in this matter. Offers of employment are contingent on the results of these checks.

Problems or Questions? E-mail Jerrita Cooke at: cooke.jerrita@meridianschools.org
or call 208-350-5017.

Joint School District No. 2 is an equal opportunity employer/educator.
Tobacco Free Environment.
Complies with the Americans and Disabilities Act.

Applications from all qualified individuals are considered.
Web site: www.meridianschools.org

AMA SALARY INFORMATION 2008-2009

<u>ADMINISTRATOR EXPERIENCE</u>	<u>ADMINISTRATOR RESPONSIBILITY</u>	<u>ADMINISTRATOR EDUCATION</u>	<u>STUDENT LOAD PER ADMINISTRATOR*</u>
LEVEL I	HIGH PRIN. 0.250	< MA - 0.01	000-150 0.00
STEP 1 1.00	MIDDLE PRIN. 0.180	MA 0.00	151-300 0.02
STEP 2 1.00	K-8 PRIN. 0.145	MA + 10 0.01	301-450 0.04
STEP 3 1.00	ELEM. PRIN. 0.110	MA + 20 0.02	451-600 0.06
TO MOVE TO LEVEL II:	HIGH V.P. 0.100	MA + 30 0.03	601 + 0.08
MUST HAVE MA+15 AND A SATISFACTORY EVALUATION	MIDDLE V.P. 0.060	ED. SPEC. 0.05	*AS DETERMINED ON OCT. 1ST EACH YEAR
		DOCTORATE 0.07	

BENEFITS:

- | | |
|---------------------------------------|---|
| LEVEL II | 1. UP TO FIVE (5) DAYS OF PERSONAL LEAVE BASED ON % OF AI |
| STEP 4 1.05 | 2. MEDICAL, DENTAL, VISION, LT. DISABILITY, EAP PROGRAM (EMPLOYEE PAYS \$11.50) |
| STEP 5 ** 1.06 | 3. \$100,000 TERM LIFE INSURANCE |
| STEP 6 1.07 | 4. \$1900 PROFESSIONAL DEVELOPMENT FUND FOR EACH ADMINISTRATOR |
| STEP 7 1.08 | 5. MAXIMUM SICK LEAVE ACCUMULATION = 320 DAYS |
| STEP 8 1.09 | 6. \$5,000 POOL PER H.S. FOR SUPERVISION: \$2,000 PO |
| STEP 9 1.10 | 7. MAY BE ELIGIBLE FOR ADMIN. EARLY RETIREMENT INCENTIVE |
| ** MAXIMUM OUT OF DISTRICT EXPERIENCE | 8. LENGTH OF CONTRACT: |

HIGH SCHOOL PRINCIPAL = 230 DAYS; ASST. PRIN. = 210 DAYS
 MIDDLE SCHOOL PRINCIPAL = 215 DAYS; ASST. PRIN. = 205 DAYS
 ELEMENTARY PRINCIPAL = 210 DAYS

YEAR ROUND ELEM. PRINCIPAL = 240 DAYS

SUMMER & NIGHT SCHOOL	
SP.ED. SUPERVISOR	\$8,000
HIGH SCHOOL PRIN.	\$10,000
HIGH SCHOOL A.PRIN.	\$6,000
MIDDLE SCHOOL PRINCIPAL	\$4,500
NIGHT SCHOOL PRINCIPAL	\$25,000

*1 traditional high school assistant principal master scheduling stipend of \$2,500
 *Personal leave may accumulate up to 8 days. Beyond that, days will be paid at the rate of \$195.00 per day.

307.92 = BASE

CONTRACT DAYS	205	207	210	215	230	240
1.10	69436	70113	71130	72823	77904	81291
1.11	70067	70751	71776	73485	78612	82030
1.12	70698	71388	72423	74147	79320	82769
1.13	71330	72026	73069	74809	80028	83508
1.14	71961	72663	73716	75471	80737	84247
1.15	72592	73300	74363	76133	81445	84986
1.16	73223	73938	75009	76795	82153	85725
1.17	73855	74575	75656	77457	82861	86464
1.18	74486	75213	76303	78119	83569	87203
1.19	75117	75850	76949	78781	84278	87942
1.20	75748	76487	77596	79443	84986	88681
1.21	76380	77125	78242	80105	85694	89420
1.22	77011	77762	78889	80767	86402	90159
1.23	77642	78400	79536	81429	87111	90898
1.24	78273	79037	80182	82091	87819	91637
1.25	78905	79674	80829	82754	88527	92376
1.26	79536	80312	81476	83416	89235	93115
1.27	80167	80949	82122	84078	89943	93854
1.28	80798	81586	82769	84740	90652	94593
1.29	81429	82224	83416	85402	91360	95332
1.30	82061	82861	84062	86064	92068	96071
1.31	82692	83499	84709	86726	92776	96810
1.32		84136	85355	87388	93485	97549
1.33		84773	86002	88050	94193	98288
1.34		85411	86649	88712	94901	99027
1.35		86048	87295	89374	95609	99766
1.36		86686		90036	96317	100505
1.37				90698	97026	101244
1.38				91360	97734	101983
1.39				92022	98442	102722
1.40				92684	99150	103461
1.41				93346	99858	104200
1.42				94008	100567	104939
1.43				94670	101275	
1.44				95332	101983	
1.45				95994	102691	
1.46				96656	103400	

In order for this application to be considered, all questions must be answered and all sections completed.

ADMINISTRATIVE CERTIFICATES AND TEACHING LICENSES YOU CURRENTLY POSSESS		
TYPE OF CERTIFICATE	ENDORSEMENT	EXPIRES

Have you ever been convicted, been given a suspended sentence, been given a withheld judgement, or pleaded no contest in regard to a felony? Yes No If yes, please explain:

Have you ever been terminated or requested to resign from a job? Yes No
If yes, please explain:

ADMINISTRATIVE, TEACHING AND OTHER JOB RELATED EXPERIENCE (List most recent first.)					
School District/ Employer	Location City/State	Position	Dates of Employment	Immediate Supervisor	Reason for Leaving

PROFESSIONAL REFERENCES (List at least three <u>current</u> references capable of assessing your ability as an administrator. Include the names of principals with whom you have worked.)				
Name	Title	Address	City/State/Zip	Accessible Phone#

Joint School District No. 2 is committed to "Preparing Today's Students for Tomorrow's Challenges."
Three main objectives have been established to achieve this mission:

- ~ We will increase achievement for all students.
- ~ We will increase accountability, responsibility, and character development.
- ~ We will increase customer / stakeholder satisfaction.

Please attach your typed response(s) to the following questions. Limit your responses to one (1) page per question.

1. Please describe your leadership style and how it will strengthen the school district's strategic plan.
2. How does an administrator ensure sustainable student growth and achievement?

Have you ever taken the Meridian teacher and/or administrator screening interview? Yes No
If yes, the date: Teacher interview Year _____
Adminstrator interview Year _____

Ethnicity: Not required but requested to assist for State and Federal reporting purposes.
Select all that apply: White Black Hispanic Asian Multi-Racial
 American Indian or Alaska Native Native Hawaiian or Pacific Islander
Gender: Not required but requested to assist for State and Federal reporting purposes.
 Male Female

By signing my name below, I HEREBY CERTIFY that I have read the Application Instructions information and all information furnished on the application form is true and correct. I understand that I must complete the necessary new hire paperwork and fingerprinting to remain employed by the district. I also understand the terms for fingerprinting payment. Any falsification of information may result in disqualification of this application.

SIGNATURE OF APPLICANT

DATE

Please Note:
Certification- All professional personnel employed in Joint School District No. 2 must file, in the Human Resources Department, a valid Idaho Certificate covering their area of employment. Failure to file a valid Idaho Certificate with the District will result in withholding of **Credentials**- Each applicant is expected to request his/her placement bureau to send a copy of placement files and transcripts to Joint School District No. 2 when application is made. It is the candidate's responsibility to submit any and all documentation to support his/her candidacy for employment. No applicant will be interviewed or considered for a position until all required documents are on file in the Human Resources Department.

Please return completed application and support materials to:

Joint School District No. 2
1303 E. Central Dr.
Meridian, Idaho 83642
Attn: Jerrita Cooke

Joint School District No. 2 is an equal opportunity employer/educator.
A tobacco free environment
Complies with the Americans and Disabilities Act.
Applications from all qualified individuals are considered.

