

# North Central Junior / Senior High School

## Principal Application Packet

Thank you for your interest in becoming the next principal of North Central Junior / Senior High School.

- All applications and materials must be submitted to Dr. Mark Baker, Superintendent at [bakerm@nesc.k12.in.us](mailto:bakerm@nesc.k12.in.us) or mailed to 620 N. Washington St. Shelburn, IN 47879
- For optimal consideration, completed materials should be submitted as soon as possible.
- Application materials will be reviewed as submitted.
- References and employers may be contacted as part of the interview process.
- The search will remain open until the position is filled.

The Northeast School Corporation does not discriminate on the basis of race, color, religion, gender, national origin, including limited English proficiency, military service, age or disability in its education programs, activities or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 540 (Rehabilitation Act of 1973) and the Americans with Disabilities Act. Inquiries regarding compliance by the Northeast School Corporation may be directed to the Superintendent.

\*Indicates required questions

1. Email\*

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2. LAST Name\*

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3. FIRST Name\*

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4. MIDDLE Name\*

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5. Present Address\*

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6. Preferred Phone Number for Contact\*

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7. Preferred Email for Contact\*

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8. Have you ever been employed by the Northeast School Corporation? If yes, please explain. \*

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9. Do you hold a valid Indiana building administrator license? \*

*Mark only one*

Yes

No

10. Highest level of educational attainment\*

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11. What date are you available to start work with the Northeast School Corporation?\*

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*Example: July 1, 2024*

**EDUCATIONAL BACKGROUND**

List below (#12 & #13) ALL institutions attended going back to and including all undergraduate experiences.

List below (#14) ALL training relevant to the position.

12. GRADUATE WORK – Names of institution, degree completed or in progress, dates attended, area of study \*

*List from most to least recent.*

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13. UNDERGRADUATE WORK – Name of institution, degree completed or in progress, dates attended area of study. \*

*List from most to least recent.*

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14. TRAINING – Name of professional training completed, dates of training. \*

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**EMPLOYMENT HISTORY**

Provide information about your employment history going from most to least recent and including all professional experiences after the completion of your undergraduate degree.

15. PRESENT EMPLOYER – Please provide information related to your present position. \*

Employer name, location, work performed or title, dates of employment, reason for leaving

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16. OTHER PROFESSIONAL EMPLOYMENT- Please provide information related to ALL work experiences prior to your current employment and after your undergraduate degree was completed. \*

*List from most to least recent.*

Employer name, location, work performed or title, dates of employment, reason for leaving

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**PROFESSIONAL REFERENCES AND INVOLVEMENT**

Provide information for three professional references who know your work and with whom you have worked directly. Provide information about membership in professional organizations and any recognition

17. PROFESSIONAL REFERENCES #1 – Names, address, email address, phone contact, position, relationship to you \*

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18. PROFESSIONAL REFERENCES #2 – Names, address, email address, phone contact, position, relationship to you \*

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19. PROFESSIONAL REFERENCES #3 – Names, address, email address, phone contact, position, relationship to you \*

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20. PROFESSIONAL MEMEBERSHIP / ORGANIZATIONS – List all memberships / organizations for the past five years from most to least recent. \*

Names of organization, position / type of involvement, dates of involvement

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21. PROFESSIONAL RECONGINITIONS – List professional recognitions including scholarships and awards from most to least recent. \*

Name of organization, position / type of involvement, dates of involvement

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**POSITION QUESTIONS**

22. What interest you about the North Central Jr/Sr High School principal position? \*

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23. How do you describe your style of leadership? \*

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24. How do you carry out effective communication as a principal? \*

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25. How have you built effective relationships with key stakeholders in your previous schools? \*

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26. Describe a specific example of how you worked collaboratively with students, parents, community members, and school staff to achieve a common goal. \*

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27. Describe a specific example of how you worked with teachers to implement a new practice. \*

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28. How have you leveraged your organizational, operational, and resource management skills to support school improvement and achieve desired educational outcomes? \*

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29. How have you developed and maintained a school wide culture of achievement aligned with your school's vision of success for every student? \*

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30. Describe a specific example of how you handled a difficult situation with professionalism and integrity. \*

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**ADDITIONAL APPLICATION PACKET INFORMATION**

31. Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation because of the misconduct to your previous employer? \*

*Mark only one*

\_\_\_\_\_ Yes

\_\_\_\_\_ No

32. Have you ever been reprimanded, disciplined, discharged for misconduct, or asked to resign for misconduct from a prior position? \*

*Mark only one*

\_\_\_\_\_ Yes

\_\_\_\_\_ No

33. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another person, of your mishandling of funds, or your criminal conduct? \*

*Mark only one*

\_\_\_\_\_ Yes

\_\_\_\_\_ No

34. Have you ever been charged with or investigated for sexual abuse, physical abuse, or neglect of another person? \*

*Mark only one*

\_\_\_\_\_ Yes

\_\_\_\_\_ No



35. Have you (1) ever been convicted of a crime, other than a minor traffic offense, or (2) entered a plea of guilty or a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense? \*

*Mark only one*

Yes

No

36. PLEASE READ THE FOLLOWING VERY CAREFULLY AND SIGN YOUR NAME AND DATE. YOUR SIGNATURE INDICATES YOUR AGREEMENT WITH THESE TERMS.

Any false or misleading information on this application shall be fully sufficient grounds to refuse to employ, or, having been employed, shall be immediate cause for termination.

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37. This form is one part of the application packet. Please email this form and the following additional materials to Dr. Mark Baker, [bakerm@nesc.k12.in.us](mailto:bakerm@nesc.k12.in.us)

1. Letter of interest addressed to the search committee
2. Three professional letters of references
3. Transcripts for all undergraduate and graduate work (copies are acceptable at this time)

*Mark only one*

I have emailed all materials as requested.

I have emailed some materials and will send the rest prior to February 16, 2024.

I have not yet emailed materials but will do so prior to February 16, 2024.

**CONFIRMATION AND SUBMISSION**

The Northeast School Corporation appreciates your interest in the North Central Jr/Sr High School Principal position. All applicant questions should be directed to Dr. Mark Baker ([bakerm@nesc.k12.in.us](mailto:bakerm@nesc.k12.in.us) or 812-397-5390).

*Please sign and date below*

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I have reviewed all application information provided as part of the job posing and as part of the application process.