

PEYTON SCHOOL DISTRICT 23JT

13990 Bradshaw Rd  
PEYTON, COLORADO 80831  
Phone: (719) 749-2330

VACANCY ANNOUNCEMENT FOR THE POSITION OF

**JUNIOR-SENIOR HIGH SCHOOL PRINCIPAL**

Applications accepted until 4:00 p.m. (Mountain), March 17, 2022  
Date of Employment: July 25, 2022

## **THE COMMUNITY**

Peyton School District serves a rural community in the north east portion of El Paso County. The school district covers an area of approximately 122 square miles. The school itself is located in the Township of Peyton, Colorado, approximately 20 miles northeast of Colorado Springs, Colorado.

## **THE SCHOOL DISTRICT**

The funded pupil count for October 1, 2021 was 561. There are approximately 325 Junior High and High School Students

The district operates on a four-day school week, Monday-Thursday.

Peyton Junior-Senior High School has approximately 41 employees, 29 of which are certified staff.

Peyton School District is a member of the Pikes Peak Board of Cooperative Educational Services.

## **FINANCIAL INFORMATION**

2021 Budget Assessed Valuation:	\$ 59,772,000
General Fund Revenue (21-22):	\$ 7,300,000

## **Qualifications/Job Description**

The Peyton School District is seeking an outstanding, self-motivated administrative leader to assume the position of junior-senior high school principal. Applicants must possess strong leadership qualities, a firm understanding of current research and best practices in educational/instructional leadership, an ability to guide the development of a caring, collaborative community, maintain a welcoming learning environment while providing for student safety and discipline, and be highly visible and accessible to teachers, parents, and students.

### **Minimum Qualifications**

- Master's Degree
- Colorado Principal License
- Three years junior-senior high school teaching and/or junior-senior high school administrative experience
- Strong oral and written communication skills
- Strong interpersonal skills
- Clear focus on student achievement
- Demonstrated ability to evaluate licensed staff
- Ability to lead in the following areas of standards based education:
  - Data analysis
  - Instruction
  - Budgeting
  - Evaluation
  - Response to Intervention

### **Compensation**

Salary is negotiable and based upon experience and skill. Minimum salary is \$69,000 but is negotiable, depending on experience and education level. The district offers a benefit package that provides health and dental coverage to the individual.

## **A Completed Application Packet Will Include:**

1. Completed district employment application.
2. Professional resume.
3. Official transcripts. (Copies will be accepted, but official transcripts will be required if offered the position)
4. Copy of current/active principal license.
5. Minimum of three recent letters of recommendation from the following:  
Administrator/Supervisor, Teacher, Counselor, School Board Member.
6. Response to the following questions in narrative form, no more than two pages each:
  - A. *As a new principal to Peyton Junior-Senior High School, how would you go about building rapport and relationships with staff, students, parents, and community?*
  - B. *Due to the difficulties caused by the COVID pandemic, certified and classified employees are leaving education at an alarming rate. As the building leader, how do you plan to retain quality staff, as well as attract new employees?*

All application materials should be sent to:

Peyton School District 23Jt  
Attention: Timothy Kistler,  
13990 Bradshaw Rd  
Peyton, Colorado 80831  
kistler@peyton.k12.co.us  
Telephone: (719) 749-2330

## **Application Timeline**

**Open:** March 1, 2022

**Close:** 4:00 p.m. (Mountain), **March 17, 2022**

**Interviews:** March 29, 2022

**Finalists Notified:** March 31, 2022

**Finalists Interviews:** Finalists will be required to shadow current principal all day on either April 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup>. At the conclusion of the day shadowing the principal, there will be a final interview at with the Superintendent

**PEYTON SCHOOL DISTRICT 23JT**  
**Application for JUNIOR-SENIOR HIGH SCHOOL PRINCIPAL**

**1. PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
Last First Middle

Home address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

In what language(s) are you fluent?  
\_\_\_\_\_

Prior principal experience? Yes \_\_\_\_\_ No \_\_\_\_\_

*\*\*All correspondence will be sent to the above home address unless otherwise stated\*\**

**2. PRESENT POSITION**

Please respond to each item. If you are not currently employed in a public school position, list your current position, not the most recent school position and provide as complete information as possible.

Are you presently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Title: \_\_\_\_\_ Since \_\_\_\_\_

Employing institution: \_\_\_\_\_

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

Total pupils enrolled \_\_\_\_\_ Number of elementary schools \_\_\_\_\_

Number of middle schools \_\_\_\_\_ Number of High Schools \_\_\_\_\_

Number of certified staff \_\_\_\_\_ Number of Classified staff \_\_\_\_\_

Present salary \_\_\_\_\_ Benefits and approx. value \_\_\_\_\_

Length of present contract \_\_\_\_\_ Expiration Date \_\_\_\_\_ Date Available \_\_\_\_\_

Reason for leaving most recent position:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of immediate supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone-business: \_\_\_\_\_ Phone-residence: \_\_\_\_\_

Do you hold or are you eligible to hold a valid Colorado Administrator's license? \_\_\_ Yes \_\_\_ No

What other certificates/licenses do you hold?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. BACKGROUND CHECK:**

In addition to the following information, a thorough background check will be conducted as required by state law.

a. Have you ever been convicted of a felony, pleaded *nolo contendere* or received probation for any offense involving moral turpitude? (Moral turpitude includes, but is not limited to such offenses as theft, attempted theft, murder, rape, embezzlement and indecency with a minor.)  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, state here (A) the nature of the offense, (B) the date of the conviction, (C) the name and address of the court, and (D) other pertinent details.\*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Conviction of a crime is not an automatic bar to employment. The district will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.*

b. Have you ever been involuntarily terminated or asked to resign from the employment of another school district? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please give the name of the district, the date and the reasons for the termination or request for resignation.  
\_\_\_\_\_  
\_\_\_\_\_

c. Have you ever reached a mutual decision with an employing school board to vacate a contract prior to its expiration? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_

d. Are you aware of any reason you would not be able to perform the duties required of the position for which you are making an application? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. STATED REQUIREMENTS AND INFORMATION:**

Candidates must be able to perform the essential functions of the position. The Board of Education may require at its own expense a complete physical examination once a conditional offer of employment is made. All applicants without a current Colorado Administrator's license are responsible for contacting the Colorado Department of Education, State Office Building, 201 East Colfax Avenue, Denver, Colorado, 80203, or telephone (303) 866-6932, to determine eligibility. This application and all associated documents will remain confidential to the extent allowed by Colorado law.

*Note:*

*Colorado Public Records law allow applicant's records to remain confidential, if requested in writing, until such time the applicant becomes a finalist for the position. IN accordance with law, a "finalist" is an applicant or candidate who is chosen for an interview or who is still being considered for the position 21 days prior to the selection. An effort will be made to notify those applicants who are considered "finalists" for the position. When an applicant becomes a finalist, all records will become available for public inspection with the exception of letters of reference or medical, psychological and sociological data.*

**Address communications to:**  
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kistler@peyton.k12.co.us

It is expected that all applications and other supportive materials will be received on or before the application deadline 4 pm (March 17, 2022).