



**ADMINISTRATIVE APPLICATION  
ASSISTANT PRINCIPAL - CENTRAL ELEMENTARY/LA GRANDE MIDDLE  
SCHOOL (1.0 FTE)**

LA GRANDE SCHOOL DISTRICT  
1305 North Willow  
La Grande, OR 97850  
(541) 663-3212 Fax (541) 663-3215  
[Laurie.Batten@lagrandesd.org](mailto:Laurie.Batten@lagrandesd.org)  
[www.lagrandesd.org](http://www.lagrandesd.org)

**APPLICATION INSTRUCTIONS**

Please provide the completed application, a letter of application,  
resume, three (3) letters of recommendation, copy of Oregon  
Administrative license, unofficial transcripts, and any supporting materials  
to:

Laurie Batten  
Personnel Office  
La Grande School District  
1305 North Willow  
La Grande, Oregon 97850

Materials may be e-mailed to: [Laurie.Batten@lagrandesd.org](mailto:Laurie.Batten@lagrandesd.org); or  
FAX to (541) 663-3215

**HIRING TIME LINE:**

1. Please complete and sign the application and forward it with the required supplemental materials to the address printed in the box above before the closing date.
2. In your letter of application, please give your reasons for wanting to work in our district and address your willingness to live in our community.
3. Please submit at least three (3) recent letters of recommendation and a current resume.
4. Please submit a copy of your college or university transcript (unofficial).
5. Please submit a copy of your administrative license or a statement of when it is expected.
6. You must answer all of the questions asked in this document.
7. Applicants are asked not to contact members of the school board or its consultants. You will be notified when arrangements for interviews have been completed.

## 1. PERSONAL INFORMATION

Name (Last)	(First)	(Middle)
Home Address		Employer Name
City, State, Zip		Employer Address
Phone (Include home and cell phone numbers)		City, State, Zip
E-mail Address		Business Phone

Position Applying For

Present Position

Type of Organization or School Unit and Grade Level

Enrollment

Certificates Presently Held

Issue Date

Expiration Date

## 2. EMPLOYMENT HISTORY

Please complete this form by listing all full time experiences both within and outside the field of education.

**List your most recent employment first.** Attach additional information as necessary.

Date From – To	Years	Position/Place	Specific Duties

Applicant Name \_\_\_\_\_

### 3. PROFESSIONAL PREPARATION

	Institution and Location	Major/Minor	Degree	Date
Undergraduate				
Graduate				
Other				

### 4. MEMBERSHIPS AND AFFILIATIONS, PUBLICATIONS, TRAVEL, ETC.


### 5. REFERENCES

Please list the names of four or more persons who know of your professional work and qualifications. Include at least one reference from your **present employer, a colleague, and a non-educator.**

Name	Position	Present Address	Telephone	
			Office	Home

- Are you a Veteran?      ▪ YES\*\*      ▪ NO (\*\*If yes, please submit Form DD 214 or DD 215)
- Are you related to a current employee of the district?      ▪ YES      ▪ NO
- Have you ever been cited, arrested, charged or convicted for a violation of any law? (Exclude minor traffic violations for which a fine of less than \$100 was imposed.)      ▪ YES      ▪ NO
- Have you ever had a teaching license suspended or revoked?      ▪ YES      ▪ NO

**If any answer to the above questions is “YES,” please provide complete details on a separate sheet of paper.**

Applicant Name\_\_\_\_\_

## 6. QUESTIONS

Directions: In order to complete the application, you must answer each of the questions in the space provided. **DO NOT USE ADDITIONAL PAGES.** Each answer should reflect your knowledge, insight, feelings, or point of view. Please be clear and concise.

1. Describe your experience with Professional Learning Communities (PLC) and how will you promote PLC's in the La Grande School District?
2. What are the latest trends in education for instructing students that you would like to see implemented in schools?
3. How would you use assessment data to evaluate student learning programs?
4. Summarize your knowledge and experience with the following programs: Title I, McKinney Vento, English Language Learners (ELL), PBIS, Special Education and Talented and Gifted (TAG), CTE.

Applicant Name \_\_\_\_\_

5. What is the purpose and role of staff evaluation?

6. What are your methods of organization to prioritize multiple roles and tasks for each role?

7. What is your philosophy on school discipline?

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*The Superintendent and Hiring Committee for La Grande School District in La Grande, Oregon, have my permission to examine all records and letters related to my application, and to contact the persons whom I have identified as references, and those I have not identified, my present and previous employers and co-workers, and to conduct a criminal history check. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the application or discharge if I have been employed. The information listed herein is an accurate summary of my personal record to-date. **Equal employment opportunity and treatment shall be provided in hiring, retention, transfer, promotion and training of all employees regardless of age, handicap, national origin, race, religion, or sex.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

5/2018