

**Malone Central School District**

**Application Packet**

**Director of Instruction**

**Malone CSD**

Malone Central School District is looking for a dynamic leader to fill the open position of Director of Instruction.

**QUALIFICATIONS**

* Certification as a School District Administrator is required.
* Bachelors, Masters or Doctoral Degree from accredited institutions. Coursework must include Administration, Supervision and Curriculum.
* Minimum of five years teaching, administration or supervision.

In a line relationship under the Director of Instruction are the members of the Curriculum Network. The Director provides them with leadership and coordination in the areas of his/her responsibility. The Director will work in a collaborative manner with the Principals in leading the curriculum network.

The Director of Instruction is primarily responsible for the character and quality of the district’s regular instructional program, including staff recruitment, coordination of staff mentoring, development of curriculum and professional development.

#### Please Print or TypePERSONAL INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** |  | **First Name** |  | **Middle Name** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Business Address** |  | **Telephone** |  |
| **City, State** |  | **Zip Code** |  |
|  |  |  |  |
| **Home Address** |  | **Telephone (home)** |  |
| **City, State** |  | **Zip Code** |  |
| **Present Position** |  | **Current Salary** | $ |
| **School District Name** |  |  |  |

1. Complete this application form and forward to:

Jerry Griffin, Superintendent

Malone Central School District

42 Husky Lane

Malone, NY 12953

2. Attach a cover letter and current resume.

3. Request that your college or university registrar mail an official transcript to the above address.

4. Application materials must be submitted no later than **March 16**.

5. You will be contacted if an interview is to be held.

# MALONE CENTRAL SCHOOL DISTRICT

MALONE, NEW YORK 12953

APPLICATION FOR

## Director of Instruction

To be completed by School District Office

Application: \_\_\_\_\_\_\_\_\_\_

Certificate: \_\_\_\_\_\_\_\_\_\_

Resume: \_\_\_\_\_\_\_\_\_\_

Placement File: \_\_\_\_\_\_\_\_\_\_

Transcript: \_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL PREPARATION**

Include both graduate and undergraduate preparation:

|  |  |  |  |
| --- | --- | --- | --- |
| Institution & Location | Major/Minor | Degree | Graduation Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

List all certificates which you have earned in education:

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Certificate | Date Issued | Expiration Date | Valid in State of |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Do you presently possess or are you eligible for a certificate valid in New York State for the position of School Building Leader or School District Administrator?

 \_\_\_\_\_ Yes \_\_\_\_\_ No

If you hold such a certificate, please attach a photocopy.

Have you been convicted of a felony?

 \_\_\_\_\_ Yes \_\_\_\_\_No

**EMPLOYMENT HISTORY**

List all experience in reverse chronological order.

|  |  |  |  |
| --- | --- | --- | --- |
| Institution or Activity and Location | Title of Position | Years From/To | Size/Unit |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REFERENCES**

List the names of four persons who, during the past five years, are knowledgeable as to your educational or other professional experience.

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Phone Number** |  |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Phone Number** |  |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Phone Number** |  |
| **E-mail address** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Phone Number** |  |
| **E-mail address** |  |

# SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# DATE COMPLETED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Malone Central School District hereby advises the general public that it offers employment and educational opportunities without regard to sex, race, color, national origin, religion or handicap.

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10/2015