

**Malone Central School District**

**Application Packet**

**Middle School Assistant Principal**

**Malone Middle School**

Malone Central School District is looking for a dynamic leader to fill the open position of Assistant Principal at Malone Middle School.

* Assists the principal and other leadership personnel in developing, implementing, and evaluating the instructional program and staff development activities.
* Participates with the principal and other leadership personnel in the management of the school.
* Assists in student disciplinary matters and helps insure a safe and orderly school.
* Utilizes a variety of data to support school improvement initiatives and the implementation of the New York State Regents Reform Agenda.
* Supports the leadership in analyzing student achievement data to improve instruction in the classroom.
* Participates with the principal and instructional personnel in staff observations, evaluations, and

follow-up conferences.

* Participates with other leadership personnel in conferences with students, teachers, parents, and

other community members.

* Meets with students, parents, and staff for the purpose of interpreting and administering school

and system policies and programs.

* Demonstrates an ability to master the technical skills inherent in the position.
* Supervises evening and after school activities, as needed.
* Performs other work-related duties as required or assigned

#### 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 Huskie 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 **October 19, 2015**.

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

# MALONE CENTRAL SCHOOL DISTRICT

MALONE, NEW YORK 12953

APPLICATION FOR

## MIDDLE SCHOOL ASSISTANT PRINCIPAL

Malone Middle School

To be completed by School District Office

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

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

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

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

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

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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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