



SEARCH SERVICES

WASB Stage One Application
for District Administrator Positions

INSTRUCTIONS

1) Direct application, other materials, and inquiries to:

Sally Sweitzer, Search Services Coordinator
Wisconsin Association of School Boards
122 W. Washington Avenue, Suite 400
Madison, WI 53703

ssweitzer@wasb.org / 608-512-1721

(Preferably, send materials as PDF email attachments.)

2) Your Stage One application materials should include the following items:

- a) A complete Stage One Application.
- b) A resume´ that includes all the information requested in parts 3c-7 of the application below.
- c) A copy of your current Wisconsin School District Administrator’s License(s) or proof of eligibility.
- d) Official university/college transcripts from your bachelor’s degree forward sent directly from each institution (unless we have official transcripts currently on file). By requesting that official transcripts be sent to us, you are authorizing us to forward those transcripts to a school district if you are selected as their superintendent.

Please send updated application materials to us whenever your circumstances change.

3) If there is insufficient space for an answer, attach a page with your name on it and indicate which number(s) you are continuing.

4) Please do not use special presentation materials such as binders, folder, etc.



WASB STAGE ONE APPLICATION

1) **PERSONAL INFORMATION**

Name: _____
Home Address: _____
City: _____
State: _____
Zip: _____
Home Phone: _____
Cell Phone: _____
Work Phone: _____
Email: _____

2) **CERTIFICATION (Choose one)**

___ I hold a valid School District Administrator’s License issued by the Wisconsin Department of Public Instruction (DPI). Submit a copy.

___ I have conferred with the DPI and believe I qualify for a WI District Administrator’s License should I be selected for a position. (Submit a copy of your current administrator license(s) and/or correspondence indicating your eligibility for a WI District Administrator’s License.

___ I am currently completing coursework toward WI DPI certification as a district administrator. Submit a copy of your current administrator license(s).

Number of courses left to complete in my program: _____

Month/year (e.g. xx/xx) I expect to complete my program: _____

3) **EMPLOYMENT RECORD**

Are you presently under contract with another school district? YES ___ NO ___

Why are you leaving this position?

a) **Present Employment**

Title of present position: _____

Employed by: _____

Business Phone: _____

Business address: _____

Type of district (grade organization; urban/suburban/rural; number of schools): _____

No. of students: _____

No. of certified staff: _____

No. of classified staff: _____

Annual budget: _____

No. of staff you supervise: _____

Your supervisor: _____

Major responsibilities: _____

Employment dates: _____ TO _____

Present base salary: _____

Present contractual relationship (length, possible release, etc.): _____



b) Previous Employment List most recent position, excluding current position.

Title of position: _____

Employed by: _____

Business phone: _____

Business address: _____

Type of district (grade organization; urban/suburban/rural; number of schools): _____

No. of students: _____

No. of certified staff: _____

No. of classified staff: _____

Annual budget: _____

No. of staff you supervise: _____

Your supervisor: _____

Major responsibilities: _____

Employment dates: _____ TO _____

Beginning salary: _____

Ending salary: _____

Reason for leaving: _____

*** **Note:** Items 3.c through 7 should be included only in your resume.***

c) A complete employment record should be provided on the required resume.

- 4) **PROFESSIONAL PREPARATION** - Degree, major, year received, and institution name and location.
- 5) **HONORS, AWARDS, ACCOMPLISHMENTS** - Scholarships, articles/books authored, special recognition.
- 6) **PROFESSIONAL ORGANIZATION MEMBERSHIP** - Include any offices held.
- 7) **COMMUNITY ACTIVITIES** - Voluntary and community service clubs, etc.

8) **PERSONAL ATTRIBUTES**

List two or three personal attributes and explain why they will help assure your success as a district administrator.



9) **REFERENCES**

Please list three references we may contact:

a) **Name:** _____
Daytime phone: _____
Address: _____
Title: _____

b) **Name:** _____
Daytime phone: _____
Address: _____
Title: _____

c) **Name:** _____
Daytime phone: _____
Address: _____
Title: _____