

SUPERINTENDENT

NEW LEBANON CENTRAL SCHOOL DISTRICT

Sole Supervisory District, Rensselaer-Columbia-Greene Counties Questar
III, 10 Empire State Boulevard, Castleton, NY 12033

GENERAL DIRECTIONS

- A. Please complete this application form and submit it by **February 14, 2025** along with your resume to:
Dr. Gladys I. Cruz, Questar III, 10 Empire State Blvd., Castleton, NY 12033, or email Janet.Sawyer@questar.org.
- B. Please attach any other pertinent information.

PERSONAL INFORMATION

Last Name _____ First _____ Middle _____

Home Address _____ Telephone Number _____

Town _____ State _____ ZIP _____

Email _____

Present Position _____ Enrollment _____

Name of District or Organization _____

Certificates Held _____

New York State School District Administrator/Leader Certificate Number _____

(Please enclose copy of SDA or SDL certificate.)

EMPLOYMENT HISTORY

Please list all career experience in chronological order beginning with your present position. Please include both school and nonschool experience. Please attach an additional page if necessary.

Institution & Location	Position	Date of Employment	Years
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROFESSIONAL PREPARATION

	Institution & Location	Major/Minor	Degree Earned
Undergraduate	_____	_____	_____
	_____	_____	_____
Graduate	_____	_____	_____
	_____	_____	_____
Post Graduate	_____	_____	_____
	_____	_____	_____

REFERENCES

Please list a minimum of five professional references. Include your most recent supervisor or administrator, even if letters from these individuals are included in your placement folder.

Name _____ Title _____ Home/Business Phone _____

Present Address _____ Email Address _____

Name _____ Title _____ Home/Business Phone _____

Present Address _____ Email Address _____

Name _____ Title _____ Home/Business Phone _____

Present Address _____ Email Address _____

Name _____ Title _____ Home/Business Phone _____

Present Address _____ Email Address _____

Name _____ Title _____ Home/Business Phone _____

Present Address _____ Email Address _____

BACKGROUND INFORMATION

1. Have you ever been fingerprinted for the purpose of employment? Yes _____ No _____

2. Have you been cleared by NYSED for teaching? Yes _____ No _____

3. Are you legally eligible for employment in this country? Yes _____ No _____

4. If Veteran of U.S. Military:

Discharge type: _____ Branch: _____ Discharge Date: _____

If the answer to any of the following questions is “yes”, please attach an explanation for each “yes” response to this application.

	<u>YES</u>	<u>DATE</u>	<u>NO</u>
5. Have you ever forfeited bail or bond following your appearance as a defendant in a criminal court action?	_____	_____	_____
6. Have you ever received an unsatisfactory rating in conjunction with any pedagogical or school administration employment?	_____	_____	_____
7. Have you ever been disqualified for employment for any civil service position?	_____	_____	_____
8. Have you ever been discharged or required to resign from any position (other than staff reduction layoffs)?	_____	_____	_____
9. Have disciplinary charges ever been proffered against you by an employer?	_____	_____	_____
If yes, were the charges sustained?	_____	_____	_____

BACKGROUND INFORMATION *(continued)*

	<u>YES</u>	<u>DATE</u>	<u>NO</u>
10. Have you ever resigned from a position to avoid the effects of a denial of tenure designation?	_____	_____	_____
11. Have you ever been the subject of a Part 83 notification to the State Education Department?	_____	_____	_____
12. Have you ever resigned as an alternative to facing any other type of charges or dismissal?	_____	_____	_____
13. Have you ever had a license or certificate denied or terminated because of unsatisfactory teaching, fingerprints, or medical record?	_____	_____	_____
14. Have you ever had any professional certificate or license denied, revoked, or suspended by any government agency as a result of your record?	_____	_____	_____
15. Has a Family Court or any other court ever rendered a finding indicating that you have abused or neglected a child? (If yes, complete the confidentially held information below)	_____	_____	_____
Date and nature of the finding: _____			
Name of the court: _____			

ESSAY QUESTION

Please address the following on a separate sheet of paper and enclose with your application:

Being superintendent of a small rural school district requires wearing many hats. Please describe how you would fulfill the demands of leadership, from budget and personnel to facilities and instruction.

I hereby affirm that the statements made in this application are true to the best of my knowledge and belief.

SIGNATURE OF APPLICANT _____ DATE _____