

G. TRYON AND ASSOCIATES, LLC STANDARD APPLICATION FORM

HIGH SCHOOL PRINCIPAL

OKOBOJI COMMUNITY SCHOOL DISTRICT

A. PERSONAL INFORMATION (please respond to each item)

(Last Name)	(First Name)	(Middle Initial)

Home Address
City, State, Zip

Work Address
City, State, Zip

(Home Phone)	(Work Phone)	(Cell Phone)

(Email Address)	(Date Application Submitted)

B. CURRENT POSITION (please respond to each item)

(Present Title)	(Current Position Held Since Which Year)

Employer
Employer Address
City, State, Zip

(K-12 Enrollment)	(Number FTE Staff—District Wide)

(Present Annual Base Salary)	(Annuity, if any)

(Number Years of Present Contract)	(Present Contract Expires When)

C. EDUCATIONAL BACKGROUND

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Year (s)	Degree	Major

D. ADMINISTRATIVE AND TEACHING EXPERIENCE

Please list administrative experience first, beginning with your current assignment.

Position	Name of District	City and State	Specific Years Employed

(Please explain any gaps in employment—if any.)

E. OTHER RELEVANT EMPLOYMENT OR EXPERIENCE

Position	Employer	City and State	Specific Years Employed

F. REFERENCES— Please list four individuals who are very familiar with your professional work and who may be contacted.

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Home Phone	
Email Address	

G. HONORS AND DISTINCTIONS—List degrees, honors, commendations, elective or appointive offices held, or other distinctions received.

H. NARRATIVE RESPONSE—On a separate sheet of paper (1-3 pages total), please respond to each of the following questions:

1. Why do you want to be high school principal for this district?
2. What are two or three of the most important job functions of a high school principal as they relate directly to students?
3. What are two of your most important professional accomplishments thus far in your career? Why are they important to you?
4. How would you describe your leadership style? Please give specific examples.
5. How will you keep the high school focused on student achievement?

I. BACKGROUND INFORMATION—If you answer “yes” to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (The term “conviction” includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)
_____ yes _____ no
2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education?
_____ yes _____ no
3. In connection with your professional responsibilities, have you ever been the subject of a complaint or been disciplined by a court or a licensing board of any state?
_____ yes _____ no
4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?
_____ yes _____ no
5. Has there been any incident that could negatively affect your ability to serve this District?
_____ yes _____ no

N. APPLICATION INFORMATION

1. All application materials should be returned to:
Dr. Gaylord Tryon, President
G. Tryon & Associates
PO Box 265
Johnston, Iowa 50131-0265
Telephone 515-727-5807
Fax 515-278-2672 (we prefer not to receive faxed copies of your application)
Email gtryon@mchsi.com
2. Applicants, and/or their designees, are asked not to contact members of the Board of Directors during this search process.
3. In order to be considered for this position, your application materials must include and be presented in the following order (***please do not staple, bind, or fold your application materials; please send everything on letter size paper and printed on one side only***):
 - a. a letter of application
 - b. resume'
 - c. completed application form (including signatures)
 - d. written response to the five questions
 - e. **maximum** of five *recent* letters of recommendation regarding your professional work (at least two from your current employer)
 - f. photocopy of college/university transcripts
 - g. a copy of (or documented evidence of eligibility) a current Iowa high school principal's endorsement—including your evaluator approval

PLEASE NOTE: NEITHER THE DISTRICT OR ANYONE REPRESENTING G. TRYON & ASSOCIATES DISCRIMINATE BASED ON GENDER, RACE, NATIONAL ORIGIN, RELIGION, CREED, AGE, MARITAL STATUS, SEXUAL ORIENTATION, OR DISABILITY.