

CHEBEAGUE ISLAND SCHOOL DEPARTMENT

**APPLICATION
Special Education**

The Chebeague Island School Committee does not discriminate in the operation of its educational and employment policies and will honor all appropriate laws relative to discrimination.

PERSONAL INFORMATION

Name _____
Last First Middle
Address _____ Home Phone _____
Office Phone _____
City State Zip
I may be contacted: at work _____ at home _____ by email _____
Email Address _____

APPLICATION INSTRUCTIONS

A person will be considered an applicant only when the following items are received:

1. A letter of application in which you describe why you would like to be the Special Education Director of the Chebeague Island School Department, Chebeague Island, Maine.
2. A completed and signed application form. (Please give all information requested on the application, even though it may be duplicated on your resume.)
3. The two personal statements requested in this application.
4. A current resume.
5. Current letters of reference from a minimum of three persons.
6. A copy of your Maine Special Education certificate or evidence that you are eligible for certification as a director or coordinator in Maine and have submitted an application to the Maine Department of Education.
7. A copy of your College/University transcripts.

Send all information to:
Special Education Search
14 School House Road
Chebeague Island, ME 04017
admin@chebeagueschool.net

Please note:
On the completion of the search, all application materials will be retained by the Chebeague Island School Department.

All application documents listed above must be postmarked on or before March 25, 2024.

CURRENT SCHOOL DISTRICT INFORMATION

Are you presently under contract to a school system? Yes ___ No ___

If yes, when does your contract expire? _____

Name of system _____ State _____

Position _____ Present Salary _____

CERTIFICATION INFORMATION

Are you currently certified as a Special Education Director in Maine Yes ___ (expiration date: ___) No ___

OR

Are you eligible to be certified as a Special Education Director in Maine? Yes ___ No ___

Are you presently certified as a Special Educator Director in another state? Yes ___ No ___

If yes, in what state(s)? _____

NOTE: Candidates who do not hold the Maine Superintendent Certificate (010) should contact the Maine Department of Education, Division of Certification and Placement, 23 State House Station, Augusta, Maine 04333; Tel. (207) 624-6603.

ACADEMIC AND PROFESSIONAL TRAINING

Colleges/Universities Attended	Location	Degree	Number of Years Completed

Please have copies of your college/university transcripts and any other credentials on file sent to the Search Chairperson at the address on this application.

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

PROFESSIONAL EXPERIENCE (Please list, beginning with your current or most recent experience.)

Number Years	Dates From/To	Position/Responsibilities	School System

OTHER RELEVANT WORK EXPERIENCE AND ACHIEVEMENTS

CIVIC AND COMMUNITY INVOLVEMENT

PERSONAL STATEMENTS - As a means of learning more about you, the School Committee requests that you respond to the questions below. Please answer the questions directly and cite examples to support your positions. Each response should be limited to no more than one page.

1. Describe why you want to be Superintendent and what skills you would bring to the job.

2. What three personal and/or professional characteristics do you consider most important for a successful Superintendent for our school district.

REFERENCES - Please list the names of the people providing the three current letters of reference requested with this application and indicate by number which of them best know: (1) your ability as an administrator; (2) your personal qualities and character traits; or (3) your scholastic, academic or other attainments.

#	Name	Position	Address	Phone

OTHER INFORMATION - The Chebeague Island School Committee is committed to conducting a thorough screening of applicants for all positions and requires the completion of the following questions of all candidates.

Have you ever been disciplined, discharged or asked to resign from a prior position? Yes ___ No ___

Have you ever resigned from a prior position after a complaint had been received against you or your conduct was under investigation or review? Yes ___ No ___

Has your contract in a prior position ever been non-renewed? Yes ___ No ___

Have you ever not been nominated for re-employment in a prior position or ever had your nomination for re-employment not be approved? Yes ___ No ___

Have you ever been charged with or investigated for sexual abuse or harassment of another person? Yes ___ No ___

Have you ever been convicted of a crime (other than a minor traffic offense)? Yes ___ No ___

Have you ever entered a plea of guilty or “no contest” (nolo contendere) to any crime (other than a minor traffic offense)? Yes ___ No ___

Have you ever had a professional license or certificate suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, a professional license or certificate in any state? Yes ___ No ___

Has any court ever deferred, filed or dismissed proceedings without a finding of guilty and required that you pay a fine, penalty or court costs and/or imposed a requirement as to your behavior or conduct for a period of time in connection with any crime (other than a minor traffic offense)? Yes ___ No ___

If you have answered YES to any of the previous questions, provide full details on an additional sheet including, with respect to court actions, the date, offense in question, and the address of the court involved. Conviction or other disposition of a crime is not necessarily an automatic bar to employment.

My signature below constitutes authorization to check my employment history, including without limitation, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any state, local or federal agency. I further authorize those persons, agencies or entities that the Chebeague Island School Committee contacts in connection with my employment application to fully provide the Chebeague Island School Committee any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against the Chebeague Island School Committee, its agents and officials, or against any provider of such information.

I understand that information submitted in and with this application may be disclosed to a screening and/or interviewing committee, which may include school committee members, administrators, other staff, and members of the community. I give my consent to this disclosure.

Date

Signature

NOTE: ALL APPLICATION MATERIALS BECOME THE PROPERTY OF THE CHEBEAGUE ISLAND SCHOOL DEPARTMENT. NONE WILL BE RETURNED. PROVIDING ANY FALSE OR MISLEADING INFORMATION ON THIS APPLICATION OR IN THE APPLICATION OR EMPLOYMENT SCREENING PROCESS SHALL BE FULLY SUFFICIENT GROUNDS TO REFUSE TO EMPLOY THE APPLICANT OR, IF THE APPLICANT HAS BEEN EMPLOYED, TO IMMEDIATELY DISMISS THE APPLICANT/EMPLOYEE.

The Chebeague Island School Department is an Equal Opportunity Employer.