

PLEASE POST
January 20, 2020

ANNOUNCEMENT OF VACANCY

The following **Certified** position exists in the Bluffton-Harrison Metropolitan School District for the 2020-2021 school year.

DIRECTOR OF AREA 18 CAREER & TECHNICAL EDUCATION

The following should be submitted:

- Personal Letter of Intent
- Properly completed application
- Current Resume
- College or University placement credentials
- Copy of Valid Vocational Director's license, or a letter of eligibility from the state licensing board
- At least three (3) letters of recommendation

Application available at: www.bhmsd.org

- Completed application and supporting materials must be submitted by March 27th
- The review and selection process will begin April 6th
- The selection of the CTE Director is anticipated May 1st with assumption of duties to begin July 1, 2020.

Completed application and supporting materials must be mailed to:

Dr. Brad Yates, Superintendent
Bluffton-Harrison Metropolitan School District
805 E. Harrison St.
Bluffton, IN 46714

Bluffton-Harrison Metropolitan School District

805 EAST HARRISON STREET
BLUFFTON, INDIANA 46714
PHONE: 260-824-2620 FAX: 260-824-6011
www.bhmsd.org/employment

APPLICATION FOR DIRECTOR OF AREA 18 CAREER AND TECHNICAL EDUCATION

(This application is available on the district's website page listed above.)

Bluffton-Harrison Metropolitan School District does not discriminate in hiring or employment on the basis of race, color, sex, age, handicap, religion, or national origin. No question on this form is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be interviewed or employed. Applications and other supporting materials must be received on or before March 27, 2020.

Personal Data

Name _____
Last First Middle

Home Address _____
Street City State Zip

Telephone
Home _____ Business _____ Mobile _____

Business Address _____
Street City State Zip

E-mail Address (optional) _____

Current Position/School Corporation _____ Present Salary _____

Length of Service: Current Corporation _____ years Current Position _____ years

Contract Expiration Date _____

Do you hold a valid Indiana CTE Director's License? ___ Yes ___ No Expiration Date _____

Are you able to obtain a valid Indiana CTE Director's License? ___ Yes ___ No When _____

Do you hold a valid Indiana CTE Teacher's License? ___ Yes ___ No Expiration Date _____

Do you hold a valid Indiana Administrator's License? ___ Yes ___ No Expiration Date _____

Should this application be treated as confidential with regard to your present employer? ___ Yes ___ No

What other related valid certificates do you hold? _____

Bluffton-Harrison MSD is an EQUAL OPPORTUNITY EMPLOYER

Education

High School - Location and Date of Graduation _____

<u>Institution/Location</u>	<u>Dates Attended</u>	<u>Major/Minor</u>	<u>Degree</u>	<u>Date</u>

Professional Experience and/or Employment

<u>Position</u>	<u>Organization</u>	<u>Date</u>

References

List the name of the persons who know you and your work. Please request at least three persons to forward by mail, fax or email a letter concerning your qualifications for this position.

<u>Name</u>	<u>Position</u>	<u>Address</u>	<u>Telephone Number</u>

Additional information about Area 18 Career and Technical Education can be found at <http://www.area18.org>.

All applications and supportive materials will be treated confidentially if requested. Applicants are requested not to contact members of the Board of School Trustees or members of the Area 18 Board except as requested. Each applicant will be informed of the Board's selection and appointment of the new CTE Director.

Application Procedure

1. Submit completed application and supporting materials to:

ATTN: Dr. Brad Yates, Superintendent
Bluffton-Harrison Metropolitan School District
805 East Harrison Street
Bluffton, IN 46714
byates@bhmsd.org

2. The following should be submitted:
 - Personal letter of intent
 - Properly completed application
 - Current resume
 - College or University placement credentials
 - Copy of valid CTE Director's License, or a letter of eligibility from the state licensing board
 - At least three letters of recommendation

3. Completed application and supporting materials must be submitted by March 27, 2020.

4. The review and selection process will begin March 30, 2020.

5. The selection of the CTE Director is anticipated by May 1, 2020, with assumption of duties July 1, 2020. Selected applicant will complete training/transition workdays in May and June of 2020.

CTE Director Questions

Please answer the following questions on a separate piece of paper and attach.

1. What strengths and talents do you possess as a successful educator?
2. Describe your management style in areas such as finance and personnel.
3. What are your most significant professional accomplishments?
4. In what area(s) of CTE programming do you feel most qualified?
5. In what area(s) of CTE programming do you feel least qualified?
6. Why do you want to be CTE Director of Area 18 Career and Technical Education?
7. What is your salary expectation?

Other Questions

1. Are you presently being investigated or under procedure to consider your discharge for misconduct by your present employer?
Yes _____ No _____

2. Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?
Yes _____ No _____

3. Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual conduct with another person, mishandling of funds, or criminal conduct?
Yes _____ No _____

4. Have you ever been charged with or investigated for physical or sexual abuse of another person?
Yes _____ No _____

5. Have you ever been charged with, pleaded guilty or "no contest" to, or been convicted of any other crime of moral turpitude?
Yes _____ No _____

6. Have you ever been convicted of a misdemeanor and/or felony, or ever entered a plea of guilty or a plea of "no contest" or has any court ever deferred further proceedings without entering a finding of guilty or placed you on probation for any crime?
Yes _____ No _____

If you answered yes to any one of the previous six questions, please explain on a separate piece of paper and attach. Include the date of the incident, charge, and court action taken, the offense in question, and the address of any court involved.

Authorization and Release

I authorize the Bluffton-Harrison Metropolitan School District to check my employment history, including without limitation, reference checks, and to seek the release of investigatory information, including a "limited criminal history," possessed by any private or public employer or any local, state, or federal agency. I authorize these private or public employers or local, state, or federal agencies to provide the Bluffton-Harrison Metropolitan School District any information they may release concerning the matter described herein, and I will cooperate to the extent necessary to obtain the release of this information.

I expressly waive in connection with any request for, or provision of such information, any claims or causes of action including without limitation, defamation, infliction of emotional distress, invasion of privacy or interference with contractual relations that I might otherwise have against the Bluffton-Harrison Metropolitan School District, its officials, employees, trustees, or agents, or against any individual, corporate, and/or agency provider of such information. I have read this authorization and release of all claims, and I expressly agree to the terms set out herein.

I understand that any false or misleading information on this application shall be fully sufficient grounds to

be refused employment and/or have a contract terminated.

(Signature)

(Date)