

**ADMINISTRATOR APPLICATION**

**Return to:**  
GRAND COUNTY SCHOOL DISTRICT  
264 South 400 East  
Moab UT 84532

Date: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name (Last / First / Middle): \_\_\_\_\_

Address (Street / City / State / Zip) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone \_\_\_\_\_

Date of Birth (Optional): \_\_\_\_\_ Place of Birth (Optional): \_\_\_\_\_

Position(s) for which are applying: \_\_\_\_\_

**PRESENT POSITION** District Student Enrollment School Building Enrollment

Salary during current school year \$ District Annual Budget Building Annual Budget

**PROFESSIONAL PREPARATION** Highest Degree Earned

INSTITUTION & LOCATION	MAJOR / MINOR	DEGREE

My confidential file can be acquired from (name / address of institution) \_\_\_\_\_

**SUMMARY OF EXPERIENCE** (List all experience in reverse chronological order. Please include both school and non-school experience)

INSTITUTION & LOCATION	POSITION	FROM / TO	YEARS	SIZE / UNIT

**REFERENCES** (Please list three people you believe have the best insight about your administrative style)

NAME	TELEPHONE NUMBER	WORKING RELATIONSHIP

**ADDITIONAL INFORMATION** (List any other information which will assist us in reaching a true estimate of your qualifications)

**QUESTIONS** (The following questions are designed to help us begin to know you as a person and as a professional. Your concise and candid responses are very important to us.)

1. Why do (did) you want to become a school administrator?

2. What do you consider to be your major strengths as a school administrator?

3. In your previous experience, in what ways have you most influenced a school and community?

4. As a school administrator, what communication approaches or systems are (would be) most effective for you?

5. What methods or approaches do you use most to bring about change in a school?

6. How do you delegate responsibilities to others?

7. As a school administrator, how do (will) you work most effectively with your supervisor?

8. What about being a school administrator has been (will be) most rewarding to you? Why?

9. What does it mean to integrate technology into the curriculum?

10. How would you use technology in this job?

**AFFIRMATION:**

I certify that all statements made in this application are true and correct, and that any misstatement of material facts may subject me to disqualification or dismissal. Also, I authorize investigation of all statements made in this application.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please check the box to the left if you would like this application and consideration of same be kept confidential.