

**GRAND COULEE DAM SCHOOL DISTRICT**

## **ADMINISTRATIVE APPLICATION GUIDELINES**

- **CANDIDATE SUMMARY AND SIGNATURE RELEASE**– Complete all applicable information, make certain to sign and date the Signature Release Form.
- **LETTER OF INTEREST** – addressed to Mandi Strocsher, Personnel.  
Indicate the position you are applying for, your qualifications and your interest in the Grand Coulee Dam School District.
- **RESUME** – Include the following:
  - Degrees earned, college or university name, location, dates of attendance.
  - Professional educational experience stating the employer’s name, the position and the dates of employment.
  - Three professional references or up-to-date Placement File. Please give complete names, addresses and telephone numbers. We may contact references as a screening tool prior to interviews, so make sure you have notified your references.
- **COPY OF COLLEGE TRANSCRIPTS (unofficial accepted)**
- **COPY OF CERTIFICATE(S)**
- **SUPPLEMENTAL ADMINISTRATIVE QUESTIONS** –  
Please answer in the format of your choice on a separate page.

If you require accommodation in the application and/or interview process, please inform us. Hiring is contingent upon Washington State Patrol and FBI fingerprint clearance and upon final hiring decision by the Board of Directors.

### **Personnel**

110 Stevens Avenue, Coulee Dam, WA 99116. Contact Mandi Strocsher – 509-633-2143, Fax 509-633-2530. email-[mandis@gcdsd.org](mailto:mandis@gcdsd.org)

## **GRAND COULEE DAM SCHOOL DISTRICT**

### *Questions:*

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

- 1 Why do (would) you want to be a School Principal?*
- 2. What do you consider to be your strengths as a School Principal?*
- 3. In your previous experience, in what way have you most influenced a school community?*
- 4. As a School Principal what communication approaches or systems are most effective for you?*
- 5. What methods or approaches do (would) you use most to bring about changes in a school?*
- 6. How do you delegate responsibility?*
- 7. How do (would) you, as a School Principal, work most effectively with the Superintendent?*
- 8. What about being a School Principal has been or would be most rewarding to you? Why?*

**GRAND COULEE DAM SCHOOL DISTRICT**

**ADMINISTRATIVE POSITION SUMMARY FORM**

**PERSONAL INFORMATION**

Full Name _____		Social Security Number _____	
_____	_____	_____	_____
Last First Middle			
Other name(s) under which records may be listed _____			
Present Address _____		Phone ( ) _____	
Permanent Address _____		Phone ( ) _____	
Person through whom you may be reached _____		Phone ( ) _____	
Date of availability _____			
Do you presently have a contractual obligation with any other district? (i.e. under contract, sabbatical, consulting, on leave) _____ Yes _____ No If yes, please explain _____			
_____			
_____			
Do you hold a valid Washington State Administrator's Certificate? _____			
Are you fluent in a language other than English? _____		Please specify _____	

**Position(s) for which you would like to be considered:**

_____
_____
_____
_____

***Hiring is contingent upon Washington State Patrol and FBI fingerprint clearance, and upon final hiring decision by the Board of Directors.***

# GRAND COULEE DAM SCHOOL DISTRICT

## SIGNATURE RELEASE FORM

All of the information I have provided in my application materials is true, correct, and complete. I authorize Grand Coulee Dam School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any current or former employer, person, firm, corporation, or vocational institution or government agency to provide Grand Coulee Dam School District with information they have regarding me including any allegation of sexual misconduct. **I hereby release and discharge Grand Coulee Dam School District and those prior employers or other references who provide information from any and all liability as a result of furnishing and receiving this information.** This information includes the sources cited above and specific examples as follows: the local Washington State Patrol, information from the Federal Bureau of Investigation of either data on all criminal convictions, or certification that no data on criminal convictions are maintained, information from SPI, the Washington or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me. I further agree that if I am employed, I will provide verification of my certification, education, and experience. I agree that information provided by an individual shall be confidential and I shall not have access to such information. I agree that if I have made any omission or have provided false or incomplete statements, the district may, at its sole discretion, without notice or due process procedures, terminate my employment contract. If such action is taken by the District, the contract shall be deemed void from its inception.

I also understand and agree that I may be conditionally employed while the District performs a background record check or while the District awaits the Board of Directors making a final hiring decision as to whether or not I will be employed by the District. I understand that my employment is conditioned on the completion of both the above acts and until such time as they are completed, my employment shall only be as a casual day-to-day employee and will not in any way bind or require the District to continue my employment.

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Signature

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Date

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Name (please print or type)

A photo static or facsimile copy of this document shall be treated and be effective in the same manner and for all purposes as a signed original.

The Grand Coulee Dam School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, religion, national origin, economic status, gender, sexual orientation including gender identity, pregnancy, familial status, marital status, age, disability, Vietnam-era veteran or disabled veteran status. This holds true for all district employment opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and ADA coordinator Rich Black (509) 633-1442, or Section 504 coordinator Cheryl Fercha, 110 Stevens Ave., Coulee Dam WA 99116 (509) 633-2143.

Applicants with disabilities may request reasonable accommodations in the application process by contacting the Personnel Officer at (509) 633-2143.