



**STUDENT SERVICES/SPECIAL
EDUCATION DIRECTOR**

1305 North Willow
La Grande, OR 97850
(541) 663-3212 Fax (541) 663-3215
hr@lagrandesd.org

APPLICATION INSTRUCTIONS

Please provide the completed application, a letter of application, resume, three (3) letters of recommendation, copy of Oregon Administrative license, unofficial transcripts, and any supporting materials to:

**Codi Eby
Human Resources Office
La Grande School District
1305 North Willow
La Grande, Oregon 97850
Materials may be emailed to: hr@lagrandesd.org; or
FAX to (541) 663-3215**

APPLICATION INSTRUCTIONS:

1. Please complete and sign the application and forward it with the required supplemental materials to the address above before the closing date.
2. In your letter of application, please give your reasons for wanting to work in our district and address your willingness to live in our community.
3. Please submit at least three (3) recent letters of recommendation and a current resume.
4. Please submit a copy of your college or university transcript (unofficial).
5. Please submit a copy of your administrative license, a screenshot of your TSPC account, or a statement of when your license is expected.
6. You must answer all of the questions asked in this document.
7. Applicants are asked not to contact members of the school board or its consultants. You will be notified when arrangements for interviews have been completed.

Applicant Name _____

1. PERSONAL INFORMATION

Name	(Last)	(First)	(Middle)
Home Address			Employer Name
City, State, Zip			Employer Address
Phone (Include home and cell phone numbers)			City, State, Zip
E-mail Address			Business Phone
Position Applying For			Present Position of Applicant

Type of Organization or School Unit and Grade Level	Enrollment
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Administrative and Teaching Licenses and Endorsements Presently Held:

License	Issue Date	Expiration Date
License	Issue Date	Expiration Date
License	Issue Date	Expiration Date

- Are you a Veteran? YES** NO (**If yes, please submit Form DD 214 or DD 215)
- Have you ever been cited, arrested, charged or convicted for a violation of any law? (Exclude minor traffic violations for which a fine of less than \$100 was imposed.) YES NO
- Have you ever had a teaching license suspended or revoked? YES NO

If any answer to the above questions is “YES,” please provide complete details on a separate sheet of paper.

Applicant Name _____

2. EMPLOYMENT HISTORY

Please complete this form by listing all full time experiences both within and outside the field of education. List your most recent employment first. Attach additional information as necessary.

Date From – To	Years	Position/Place	Specific Duties

3. PROFESSIONAL PREPARATION

	Institution and Location	Major/Minor	Degree	Date
Undergraduate				
Graduate				
Other				

4. MEMBERSHIPS AND AFFILIATIONS, PUBLICATIONS, TRAVEL, ETC.

Applicant Name _____

5. REFERENCES

Please list the names of four or more persons who know of your professional work and qualifications. Include at least one reference from your **present employer, a colleague, and a non-educator**.

Name	Position	Present Address	Telephone	
			Office	Home

6. QUESTIONS

Directions: In order to complete the application, you must answer each of the questions in the space provided. **DO NOT USE ADDITIONAL PAGES**. Each answer should reflect your knowledge, insight, feelings, or point of view. Please be clear and concise.

1. Describe your experience with Professional Learning Communities (PLC) and how will you promote PLC's in the La Grande School District?

2. What are the latest trends in education for instructing students that you would like to see implemented in schools?

3. How would you use assessment data to evaluate student learning programs?

Applicant Name_____

4. Summarize your knowledge and experience with the following programs/services: Trauma Informed Practices, School Based Health Centers, Special Education, behavior classrooms and school based day treatment services.
5. Describe the steps necessary to properly prepare for an initial placement IEP meeting. How would you prepare for a difficult meeting?
6. There has been national attention on the decline in morale of special educators. What is your plan to address this, as well as recruiting & retaining quality educators?
7. What is your philosophy on school discipline?

The La Grande School District prohibits discrimination and harassment on any basis protected by law including, but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status or veterans' status of any other persons with whom the individual associates. Inquiries regarding discrimination should be directed to the Superintendent.

The Superintendent and Hiring Committee for La Grande School District in La Grande, Oregon, have my permission to examine all records and letters related to my application, and to contact the persons whom I have identified as references, and those I have not identified, my present and previous employers and co-workers, and to conduct a criminal history check. I understand that any misrepresentation, falsification, or omission will be sufficient cause for cancellation of the application or discharge if I have been employed. The information listed herein is an accurate summary of my personal record to-date.

Signature of Applicant

Date _____

02/2021