



James River Special Education Cooperative
207 Second Avenue SE
Jamestown, ND 58401
(701) 252-3376 - voice
(701) 251-2504 - fax



APPLICATION PROCESS

- * Follow all directions outlined below and submit to:

James River Special Education Cooperative
ATTN: Heidi Budeau
207 Second Avenue SE
Jamestown, North Dakota 58401

- * Contact Heidi Budeau at 701-252-3376 or by e-mail at heidi.budeau@k12.nd.us if you have any questions.

- * A complete application package **MUST** include the following:
 1. Letter of interest and introduction
 2. Completed and signed application form
 3. A current resume
 4. Transcripts of credits and placement papers from your University/College
 5. Three letters of reference
 6. North Dakota Teaching Certificate with Special Education credential (if available)

- * Optional materials:
 1. Additional letters of personal or professional references
 2. Portfolios

- * Please note that James River Special Education Cooperative is a consortium of schools located in Stutsman County including the following districts: Jamestown Public Schools, Edgeley, Ellendale, Kulm, LaMoure, Litchville-Marion, Medina and Montpelier.

- * **Application deadline is**

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JAMES RIVER SPECIAL EDUCATION COOPERATIVE IS AN EQUAL OPPORTUNITY EMPLOYER
Please complete, sign, and return this application form back to the director of JRSEC.

Position Applying For

Date

Last Name

First Name

Middle

Current Address

City/State/Zip

Permanent Address

City/State/Zip

Summer Address

City/State/Zip

What address is best for contacting you?

What telephone number is best for contacting you?

Primary E-Mail Address

Are there any other names under which your employment or educational records, references, and/or other relevant information furnished in this application or your vita may be verified? If so, please list:

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If hired, can you furnish proof that you are either a U.S. citizen or otherwise legally permitted to work in the United States? YES NO

Do you hold a valid North Dakota Educator's Professional Certificate? YES NO

If YES, complete the following information:

Certificate #

Issued

Expires

Indicate the Certificate Type: Renewal

Entrance

Term of Certificate:

Life

Degree

2 year

Major(s)

5 year

Minor(s)

List endorsements or Special Education Credentials

Last Name

First Name

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Are you currently under contract? YES NO If YES, where?

**** Please request any special accommodations needed for the application or interview by calling (701) 252-3376 and ask for the director of JRSEC.**

Check the grade level for which you are applying and complete the information requested. If you are applying for more than one grade level, indicate each level and complete all information requested.

Elementary: Kindergarten Primary (1-2) Intermediate (3-6)

Secondary: Middle School (7-8) High School (9-12) Other

Subject/Area Preference – 1st

2nd

3rd

OTHER WORK EXPERIENCE

Business Name	Supervisor	Nature of Work	# of Years Employed	Dates Employed

EDUCATION PRIOR TO BEGINNING TEACHING

Level	School Attended	City/State/Zip	Degree	Major	Minor	Dates
Elementary						
High School						
University						
Graduate						

Last Name

First Name

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TEACHING EXPERIENCE

Name of School	Supervisor	City/State/Zip	Position	# Years Taught	Dates: FROM Click or tap here to enter text. TO Click or tap here to enter text.

REFERENCES: In the space below, you are to give names and addresses of at least five people who are familiar with your work, especially superintendents and principals under whom you have taught. If limited teaching experience, include the names of the placement office, supervising teacher, or faculty from your college or university.

Name of Reference	Address/City/State/Zip	Telephone #	Position

EXTRA-CURRICULAR ACTIVITIES/ATHLETICS

Check the extra-curricular activities that you have had experience in and are willing to coach, direct, or advise.

- | | | | |
|------------------------------------|---|---|--|
| <input type="checkbox"/> Football | <input type="checkbox"/> Basketball | <input type="checkbox"/> Cross Country | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Hockey | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Track |
| <input type="checkbox"/> Golf | <input type="checkbox"/> Tennis | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Soccer |
| <input type="checkbox"/> Danceline | <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Drama/One Act | <input type="checkbox"/> Student Council |
| <input type="checkbox"/> Debate | <input type="checkbox"/> Speech | <input type="checkbox"/> Annual | <input type="checkbox"/> Class Advisor |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Foreign Language | <input type="checkbox"/> Science Olympiad | <input type="checkbox"/> Intramurals |

HAVE YOU EVER BEEN DISCHARGED OR BEEN NON-RENEWED FOR CAUSE FROM A TEACHING POSITION? YES NO

**Last
Name**

First Name

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HAVE YOU EVER HAD A CERTIFICATE OR LICENSE REVOKED OR SUSPENDED?

YES NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION, PHYSICAL, OR SEXUAL ABUSE OF A CHILD? YES NO

HAVE YOU EVER BEEN CONVICTED OF VIOLATION OF LAW OR UNIFORM CODE OF MILITARY JUSTICE OTHER THAN MINOR TRAFFIC VIOLATIONS? YES NO

An affirmative answer is not an automatic bar to employment. If the answer immediate forgoing is YES, please provide a full explanation of the circumstances surrounding such conviction, including but no limited to a reference to the date, location, and court having jurisdiction over the conviction. Attach additional documentation if necessary.

IF I AM A FINALIST, MY CURRENT/FORMER SUPERVISORS, SCHOOL BOARD MEMBERS AND COMMUNITY (IES) MAY BE CONTACTED BY REPRESENTATIVES OF THE JAMES RIVER SPECIAL EDUCATION UNIT? YES NO If NO, please explain.

**Last
Name**

First Name

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The information sought in this application is necessary to identify the best qualified applicant. All information provided to James River Special Education Cooperative must be truthful and complete. Any misrepresentation or concealment of information sought in this application, or any other failure to furnish truthful and complete information to James River Special Education Unit, shall result in rejection of this application, or, if discovered after the applicant is hired, may result in immediate termination.

I have read and understand each part of the application and certify that all information provided herein is truthful and complete. I also understand that before any contract for this position becomes effective or compensation is possible, a valid certificate/credential/license/etc. must be filed in the office of the Business Manager of James River Special Education Unit. I further understand that if I accept a contract with James River Special Education Unit, the above statements are to become a part of my personal file.

I, the undersigned, hereby authorize and request any present or former employer, educational institution, law enforcement agency, financial institution, or other persons having personal knowledge about me to furnish the James River Special Education Cooperative and its agents with any and all information in their possession regarding me, in connection with an application for or retention of employment. Further, I hereby release from liability and hold harmless all persons and corporations supplying this information to James River Special Education Cooperative and its agents.

ALL APPLICATIONS MUST BE SIGNED

Applicant's Signature

Date

James River Special Education Cooperative will accept faxed and/or e-mailed applications, however, the original application must subsequently be mailed to James River Special Education Cooperative to make the application process complete.

If selected for an interview, please list or describe additional information about James River Special Education Cooperative that you would like to receive.

The James River Special Education Unit is committed to a working environment free from discrimination and harassment in all employment and educational programs, activities and facilities. The unit prohibits discrimination and harassment based on a student and/or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age or other status protected by law.

Please answer each of the following four questions and limit each response to 300 words or less. Attach an additional sheet to the application with your responses.

1. What is your philosophy on education and how does special education fit into that philosophy?

2. How would you assist classroom teacher(s), special education teacher(s), building administrator(s) and other building staff when working with students with disabilities?

3. A special education teacher states to you, "You can't tell me what to do. You're not my boss." How would you respond?

4. What are the top 3 skills you feel are the most important for a special education program coordinator and why?