

# NORTH STAR CHARTER SCHOOL

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## IB World School – International School of Business & Economics

839 N. Linder Road, Eagle, Idaho 83616  
Phone: (208) 939-9600 Fax: (208) 939-6090

Date of Application: \_\_\_\_\_

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

North Star Charter School is committed to providing equal employment opportunities for all persons without regard to race, creed, color, national origin, sex, age or physical/mental disability except as may be necessary to meet a bona fide occupational qualification, and complies with the requirements and objectives of applicable state and federal laws.

### **Application Instructions**

1. Please submit requested materials to:

North Star Charter School  
839 North Linder Road  
Eagle, ID 83616

Or email to [mandersen@northstar charter.org](mailto:mandersen@northstar charter.org)

2. A complete application file consists of the following materials:

- a. Completed North Star Charter School Certified Administrator Application Form
- b. Resume
- c. Copy of transcripts from each university showing degree(s) obtained and dates (official required if hired).
- d. Three current letters of recommendation
- e. Copies of all current teaching & administrative certificates

3. Employment will be based on the following procedures unless otherwise noted on the vacancy listing:

- a. Preliminary screening of applicants will be based on ability to meet job description requirements as evidenced by completed application, reference files, transcripts, etc.
- b. Finalists will be contacted to schedule an in person interview. Along with the interview applicants will observe North Star classrooms to attain a good understanding of the North Star culture. Applicants must come prepared to teach a lesson in the area for which they are applying.
- c. A recommendation for employment will be submitted to the Board of Trustees and the candidate will be notified if approved for employment.

4. You must have a valid Idaho Educational Credential in the area for which you are applying.

5. Your application file is kept active for one year. After that time, applicants may submit a new application with updated information and supporting documents.

6. State of Idaho law requires that all new employees be fingerprinted. North Star Charter School requires new employees complete the necessary paperwork and fingerprinting within ten (5) days of their hire date. Employees will not be paid until all paperwork and fingerprinting is complete. Additionally, the district conducts a state criminal background check of all new employees. New employees shall pay the \$40.00 processing fee for

# NORTH STAR CHARTER SCHOOL

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the FBI records. You will be required to show one form of photo ID at the time of fingerprinting. This procedure is mandatory and the State Department of Education has set firm guidelines for this requirement. We cannot accept background checks from other agencies, states, etc. Offers of employment are contingent on the results of these checks.

E-mail questions to:

Melissa Andersen [mandersen@northstarcharter.org](mailto:mandersen@northstarcharter.org) for grades 6-12

Shay Davis [sdavis@northstarcharter.org](mailto:sdavis@northstarcharter.org) for grades K-5

**Position for which you are applying:** \_\_\_\_\_

### A. PERSONAL INFORMATION

Name \_\_\_\_\_  
(last name) (first name) (middle initial)

Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Work Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

### B. CURRENT POSITION (please respond to each item)

Present Title \_\_\_\_\_ Since \_\_\_\_\_

Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Length of Present Contract \_\_\_\_\_ Current Contract Expires When \_\_\_\_\_

# NORTH STAR CHARTER SCHOOL

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## IB World School – International School of Business & Economics

### C. EDUCATIONAL BACKGROUND

Please list the colleges or universities you have attended and the degrees received. List them in order, beginning with the most recent.

Name/Location of Institution	Year (s)	Degree	Major

**How many additional credits have you completed since your last degree?** \_\_\_\_\_

### D. EDUCATION EXPERIENCE

Please list education experience first, beginning with your current assignment.

Position	Name of District	City and State	Specific Years Employed

Please explain any gaps in employment, if any.

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# NORTH STAR CHARTER SCHOOL

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IB World School – International School of Business & Economics

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## **E. OTHER RELEVANT EMPLOYMENT OR EXPERIENCE**

Position	Employer	City and State	Specific Years Employed

**F. REFERENCES**—Please list three individuals who are very familiar with your professional work and who may be contacted.

Name of Individual	
Official Position	
Business Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Email Address	

Name of Individual	
Official Position	
Business Phone	
Email Address	

# NORTH STAR CHARTER SCHOOL

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## IB World School – International School of Business & Economics

**G. NARRATIVE RESPONSE**—On a separate paper, please respond with specific explanations and your experiences to the following questions:

1. Please describe your philosophy of middle school education. In particular comment on the middle school structure and the characteristics of the middle school student.
2. What are the most important leadership qualities of an effective administrator?
3. Describe your approach to discipline and managing students.
4. What is your personal feeling about the statement, “All children can learn and achieve at a high level.”
5. How would you incorporate teacher and student voice into your decision making?
6. Summarize how you have used data to drive student achievement.
7. How current are you with laws and process of special education? Please explain.

**H. HONORS AND DISTINCTIONS**—List degrees, honors, commendations, elective or appointive offices held, or other distinctions received.

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**I. BACKGROUND INFORMATION**—If you answer “yes” to any of the following questions, please attach a written response describing, in detail, an explanation of the circumstances involved:

1. Have you ever been convicted of a violation of law other than a minor traffic violation? (The term “conviction” includes any conviction, a guilty plea, a plea of nolo contendere or no contest, a suspended sentence, a deferred sentence, a deferred judgment, or a finding of guilt by a jury or judge.)

\_\_\_\_\_ yes \_\_\_\_\_ no

2. Have you ever been terminated or discharged, or resigned at the request of your employer from any job related to K-12 education?

\_\_\_\_\_ yes \_\_\_\_\_ no

3. In connection with your professional responsibilities, have you ever been the subject of a

# NORTH STAR CHARTER SCHOOL

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## IB World School – International School of Business & Economics

complaint or been disciplined by a court or a licensing board of any state?

\_\_\_\_\_ yes \_\_\_\_\_ no

4. Are you currently under investigation, by any regulatory body, for any alleged misconduct or other alleged grounds for discipline?

\_\_\_\_\_ yes \_\_\_\_\_ no

5. Has there been any incident that could affect your ability to lead this District?

\_\_\_\_\_ yes \_\_\_\_\_ no

### **J. CURRENT EMPLOYMENT STATUS**

1. Do you currently hold a valid Idaho Education Credential with appropriate endorsement for the position you are applying for?

\_\_\_\_\_ yes \_\_\_\_\_ no

Please list your endorsements: \_\_\_\_\_

\_\_\_\_\_

2. Are you currently under contract for any school district next year?

\_\_\_\_\_ yes \_\_\_\_\_ no

**K. AUTHORIZATION**—Please read carefully and then sign your name if you agree to the terms of this understanding.

I hereby certify that the statements made by me in this application and all related information which I have provided are true, accurate, and complete to the best of my knowledge. I understand that if I provide any false, inaccurate, or incomplete information, I will not be eligible for employment, or if I am hired, I will be subject to disciplinary action or dismissal regardless of the date on which North Star Charter School discovers the violation of its policy regarding application form dishonesty.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date