



## **THE APPLICATION PROCESS**

Applications for the school-based leadership positions should be submitted to **the Human Resources Office by no later than 4:00 p.m. on the closing date of the posting**. Questions about positions available and about the selection process should be directed to Human Resources.

All applicants must apply using the attached Secondary School based Leadership Application Form. (A resume may also be submitted to provide additional information but it is not required.)

Applicants must also submit a minimum of three letters of reference with at least one of them written by an administrator from the candidate's current school.

All applications will be carefully reviewed by the screening committee. Applications which meet the established criteria, as outlined on the following page, will be advanced for further consideration. Candidates whose applications are advanced will be interviewed. Those whose applications are not advanced will be contacted.