



Yazoo City Municipal School District

1133 Calhoun Avenue • Yazoo City, MS 39194

Application for Woolfolk Middle School Principal

(Please type your responses and fully respond to each item)

1. BASIC INFORMATION

Name: _____
(Last) (First) (Middle)

Home Address: _____
(City) (State) (Zip Code)

Business Address: _____
(City) (State) (Zip Code)

Telephone Number: _____
(Home) (Work) (Cell)

E-Mail Address: _____

2. CURRENT EMPLOYER

Name: _____

Address: _____
(City) (State) (Zip Code)

Telephone Number: _____

3. CURRENT POSITION

Title: _____

Salary: _____ Are you under contract at present? Yes No

Contract expiration date with current district, if applicable: _____

4. PRINCIPAL QUALIFICATION CRITERIA

Mississippi law requires that a principal hold a valid administrator's license issued by the State Department of Education and shall have had classroom experience of not less than three (3) years.

Candidates for this position should have a minimum of three (3) years of administrative experience.

I have served as a school building administrator in a school with an "A" or "B" accountability rating.

District Name School Name	MDE Accountability Rating (A-F) while Principal								
	2016-17	2015-16	2012-13	2000-01					
<i>Example: Magnolia School District Magnolia Elementary</i>	<i>A</i>	<i>B</i>	<i>B</i>	<i>B</i>					

I have served as a school building administrator in a school that increased its accountability rating by a letter grade during the period in which I was employed at the school.

District Name School Name	MDE Accountability Rating (A-F) while Principal									
	2016-17	2015-16	2014-15	2013-14	2012-13	2011-12	2010-11	2009-10	2008-09	
<i>Example: Magnolia School District Magnolia Elementary</i>	<i>B</i>	<i>B</i>	<i>C</i>	<i>D</i>						

I certify that the information provided is true and can be verified through the Mississippi Department of Education.

Signature of Applicant

Date

5. CURRENT SCHOOL DISTRICT INFORMATION

1. Briefly describe the school district or organization where you currently work.
2. Budget of current school district: _____
3. Number of schools in your current school district: _____
4. Number of employees in your current school district: _____
5. Total enrollment of the school district in which you are currently employed: _____
6. Number of employees you supervise: _____
7. Racial composition of the school district in which you are currently employed:
% Black____ % Hispanic____ % White____ % Other____
8. Do you hold or are you entitled to hold an administrator's license for Mississippi which would enable you to serve as a superintendent? Yes No
 - License Number: _____
 - Date of Issuance: _____

6. EMPLOYMENT HISTORY

List employment history (within and outside the field of education) beginning with your present position. Put the calendar year(s) you were employed in each position (*ex.: 2014-2017*) and your specific job title as reported to your state department of education (*ex.: Superintendent, Asst. Superintendent, Federal Programs Director, Special Education Director, Principal, Asst. Principal, Teacher, etc.*).

Dates Employed	Employer Address and Phone	Job Title
	Employer: Address: Phone:	
	Employer: Address: Phone:	
	Employer: Address: Phone:	
	Employer: Address: Phone:	
	Employer: Address: Phone:	
	Employer: Address: Phone:	
	Employer: Address: Phone:	

7. EDUCATION PREPARATION

List entries beginning with the most recent information.

Degree	Year degree received	College/University from which degree was received	Years Attended	Major

Name on the transcript if different from your current name: _____

8. REFERENCES

List four persons (name, address, and telephone number) qualified to provide information and opinions concerning your professional abilities, achievements, competence, character, and work habits. **Have your references send letters directly to wfprincipalsearch@yazoocity.k12.ms.us .**

1. _____

2. _____

3. _____

4. _____

9. OTHER

1. Have you ever been terminated, non-renewed, or asked to resign from any position?

Yes No

If yes, please explain.

2. Has your teacher's or administrator's license or certificate ever been suspended or revoked?

Yes No

If yes, list what license or certificate, the date, and the reasons (attach a separate sheet if necessary).

Has that license/certificate been reinstated and if so, when?

3. Have you ever been convicted of, or pleaded *no contest* to, a felony or misdemeanor (other than traffic violations)?

Yes No

If yes, please explain.

4. Have you ever been charged with child abuse or sexual misconduct?

Yes No

If yes, please explain.

5. Has a charge ever been filed against you with the Mississippi Department of Education (or such equivalent department of any other state)?

Yes No

If yes, please explain.

10. LEADERSHIP IN THE PROFESSION AND THE COMMUNITY

1. Explain and provide examples of how you would inspire trust and develop teamwork at Woolfolk Middle School.
2. What are the personal characteristics and qualities of an effective leader in a school in need of rapid turnaround? Give an illustrative example of when you exhibited one of these qualities.
3. Describe a time when you felt very successful or proud of something you accomplished at work.

4. Describe a time when you accomplished something satisfying at work despite one or more obstacles.

5. Motivating others to follow your lead, especially on the face of resistance, is a key leadership trait. Describe a situation in which you motivated others to follow your lead in the face of resistance. How did you accomplish that?

6. Describe a time when you set a standard for someone else's work and held that person accountable for adhering to that standard.

7. Describe a time when you had to solve a problem or figure something out that involved a lot of information, data or steps.

8. Describe a time when you were confronted with a lot of information and had to figure out what was most important.

9. Describe a time when you helped another person, someone whom others were not sure could improve, to achieve or succeed at a higher level.

10. What is your response to teachers who do not follow required district and/or school initiatives?

ACKNOWLEDGEMENT AND AUTHORIZATION OF APPLICANT

I hereby certify that the information provided by me in the application is true and correct to the best of my knowledge. I understand that at some point in the selection process the information contained in the application may be made available to the general public. I understand that the facts set forth herein shall be subject to verification by the Yazoo City Municipal School District.

I hereby authorize the Yazoo City Municipal School District to conduct such background checks as deems desirable to include, but not be limited to, inquiries to all law enforcement agencies, the Child Abuse Center Registry, Mississippi Sex Offenders Registry (or such registry of any other state), previous employers, references, credit bureaus, such other persons, businesses, bureaus, or agencies deemed appropriate by Yazoo City Municipal School District to determine my qualifications and ability for the position of Principal in the Yazoo City Municipal School District. I further authorize the Yazoo City Municipal School District to conduct the background checks described herein.

Should any information given by me on this application be false or incorrect, I understand, acknowledge, and agree that I may be eliminated from consideration for this position and should the same be discovered after I have been employed then I may be terminated from employment with the Yazoo City Municipal School District.

This application will not be considered complete without a signature. Your signature certifies that, to your best knowledge and belief, the information provided herein is complete and true and that you meet the board's published criteria.

(Signature of Applicant)

(Date)

Please forward this application, along with a letter of interest, a current resume, an official transcript from each college or university you attended, and a copy of your administrative license to:

**Woolfolk Middle School Principal Search
Yazoo City Municipal School District
1133 Calhoun Ave
Yazoo City, MS 39194**

Emailed application packages should be sent to:

wfprincipalsearch@yazoocity.k12.ms.us

Subject line "Woolfolk Middle School Principal Application"

Emailed application package documents must be in PDF format.

E-Transcripts will be accepted.