

SCHOOL BOARD OF POLK COUNTY, FLORIDA
 Gail F. McKinzie, Ph. D., Superintendent of Schools
**Experienced Assistant Principal Non-District Employee Administrative
 Pool Form**

Date: ____

Name		S.S.#	
Current Position		School/Location	
Home Street Address		Work Phone	
City		State	Zip
Email		Home Phone	

Area(s) Of Florida Professional Certification:

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Degree Type(s):

Major:

Ed. Leadership Received <input type="checkbox"/> Yes <input type="checkbox"/> No	Ed. Leadership Applied For? <input type="checkbox"/> Yes <input type="checkbox"/> No

Required Attachments: (Check and Attach)

<input type="checkbox"/>	Current Resume'
<input type="checkbox"/>	Copy of Most Recent Appraisal/Assessment as Assistant Principal/Principal
<input type="checkbox"/>	Copy of Inservice Record (Professional Development Experiences)
<input type="checkbox"/>	Letter of Reference from Current Immediate Supervisor <input type="checkbox"/> Not Currently Employed as an Administrator - Submit Letter #4
<input type="checkbox"/>	Letter of Reference #2
<input type="checkbox"/>	Letter of Reference #3
<input type="checkbox"/>	Letter of Reference # 4 (only if reference from Current Supervisor not provided)

***Seven Function Areas of the Principalship: (Attach as Separate Document)**

Bulleted List of 3-5 Documented Experiences for each of the following:	
Instructional Program Leadership	Student Services
School Operations	Student Activities
Business/Finance Management	Parent and Community Involvement
Personnel Management	

***Florida Leadership Standards: (Attach as Separate Document)**

Bulleted List of 3-5 Documented Experiences for each of the following:	
Community Stakeholder Partnership	Instructional Leadership
Decision Making Strategies	Learning, Accountability and Assessment
Diversity	Managing the Learning Environment
Ethical Leadership	Technology
Human Resource Development	Vision

Persons NOT currently employed by the School Board of Polk County must also complete a general application for employment on-line at the following website:
www.polk-fl.net .

Please send **Experienced Assistant Principal Non-District Administrative Employee Pool Form** and **required attachments to: Cheryl L. Joe, Jim Miles Professional Development Center, 5204 US Highway 98 S, Lakeland, FL 33813** or email to:
cheryl.joe@polk-fl.net.