



Education... the Bridge to the Future

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Marlis Lindbloom, Superintendent
Dr. Chuck Lybeck, Associate Superintendent, Curriculum
Dave Bond, Assistant Superintendent, Secondary Education
Greg Fancher, Assistant Superintendent, Elementary Education
Beverly Johnson-Torelli, Assistant Superintendent, Human Resources
Ron Cone, Executive Director, Information Technology
Lorraine Cooper, Director, Communications and Public Relations
Vic Roberts, Manager, Business Operations

Greetings!

We are pleased that you have requested an application to consider Kennewick School District for your teaching or substituting career. Only signed applications with the following required materials will be considered complete:

- Application Form
- Applicant Disclosure Form
- Copy of Washington State Certification
- Placement File or Three Current Letters of Recommendation (within the past two years)
- Copies of Transcripts (official not necessary unless hired)
- Evidence of Highly Qualified Status
(Praxis Scores or Completed Worksheets from previous school district)

Upon receipt of this information, your name will be entered in our computer data base of eligible applicants. However, to be considered for currently advertised positions, you must submit a letter requesting consideration and have a complete application on file. Please refer to the Jobline number or access our employment opportunities on the website at www.ksd.org.

If you are interested in substitute teaching, please contact Lori Wright, Dispatcher at 509-222-6624 and leave a message. She will advise you of the procedure to follow for substituting.

Additional information for teacher or coaching positions may be obtained by calling Kristi Parham at 222-5010. We appreciate your interest in the Kennewick School District.

Regards,

Beverly Johnson-Torelli
Assistant Superintendent of Human Resources

Rev.04/08 kdp

KENNEWICK SCHOOL DISTRICT NO. 17

524 S. Auburn St.
Kennewick, Washington 99336
509-222-5010

HUMAN RESOURCES

Date: July 27, 2007

To: Potential Applicants for Teaching Positions

From: Beverly Johnson-Torelli
Assistant Superintendent for Human Resources

Re: Federal Highly Qualified Teacher Requirements

The No Child Left Behind Act of 2001 (NCLB) and the Individuals with Disabilities Education Improvement Act of 2004 contain requirements related to the qualifications of teachers. The term used in NCLB is "highly qualified" teachers (HQT) and is separate from state certification. All teachers with the responsibility for instruction in one or more of the core academic subject areas must meet the federal HQT requirements in each of the areas. Core academic areas are: English/Language Arts, Reading, Mathematics, Science, History, Economics, Civics/Government, Geography, Foreign Languages, the Arts-Visual, Theatre, Dance and Music.

The District remains committed to hiring the most qualified individuals for open positions. There are requirements, as we know them today that may impact your hire with the District. Any reauthorization at the federal level could affect the requirements.

- Elementary level (K-5) teachers who have taught at least one year (subbing for 180 days would count as one year of experience) are required to meet NCLB requirements through one of two paths:
 - Passing the state test: WEST-E Praxis II Elementary Education (0014) or the Grades K-3 Early Childhood Elementary (0021)
 - High Objective Uniform State Standard of Evaluation (HOUSSE)
 - Details of what this entails are found on the OSPI website (www.k12.wa.us)
- Elementary level (K-5) teachers with less than one year of teaching experience have only one available option:
 - Passing the state test: WEST-E Praxis II Elementary Education (0014) or the Grades K-3 Early Childhood Elementary (0021)
- Secondary Level (6-12) teachers must hold certification and must meet one of the following requirements in the content area assigned:

- WEST-E Praxis II
 - Washington endorsement
 - Academic major
 - Graduate degree
 - National Board Certification
 - Coursework equivalent to a major
 - HOUSSE
- Middle Level (6-8) applicants who hold only a K-8 endorsement, have not taken any core academic WEST-E Praxis II tests and have no experience, will not meet the HQT requirement. After one year of experience, HOUSSE is available, because the state plan includes elementary education endorsed teachers assigned to the middle level a one of the circumstances in which the state allows us to be able to use HOUSSE. You may want to consider taking the WEST-E – Praxis II tests Middle Level Humanities and/or Middle Level Math/Science if you are interested in applying for middle level positions.

We will be requiring that you submit documentation in your application file to verify your HQT status. An example of this would be a copy of the WEST-E – Praxis II summary sheet/s.

While this memo does not cover all of the requirements, it does provide you with some important information.

If you have specific questions, please give our office a call.

KENNEWICK SCHOOL DISTRICT

CERTIFICATED APPLICATION FORM

Please complete this application and return to:
Kennewick School District Human Resources Office, 524 South Auburn St., Kennewick, WA 99336
Telephone: (509) 222-5010 Job Line (509) 222-5011 www.ksd.org

Date of Application: _____ Social Security #: _____

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Telephone: Present: () _____ Permanent: () _____ Work: () _____

In case of emergency, notify: _____ Phone #: () _____

Relationship: _____

Position Applying for: _____

CERTIFICATION:

Type of Certificate: _____ Date Issued: _____

Certificate #: _____ Expiration Date: _____

Endorsements: _____

Describe the school assignment which you prefer: _____

ACTIVITIES: (List those you are willing to supervise or coach)

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

"Education ... the Bridge to the Future"

EDUCATION:

Name: Please Print Last First Middle Initial

Colleges and Universities	Degree	Date of Degree	Major	Minor	*Hours Earned Since Degree	Date

*The total of hours earned since the date of the degree **must** be verified by official transcripts before a contract salary is established.

EXPERIENCE: (Certificated experience - include substitute teaching)

School District	City	State	Position Held Grades/or Subjects Taught (Specify)	Dates Mo/Da/Yr From-To	Total Years	Full Time	Part Time	Total Days Subbed per School Year
				TOTAL:				

STUDENT TEACHING, PRACTICUM, INTERNSHIP:

School & Location	Grade/Subject	Dates	No. of Weeks

OTHER WORK EXPERIENCE: (Include only most recent and/or significant)

Employer and Location	Type of Work/Position	Dates	Years

PERSONAL STATEMENT: (Discuss the development of your interest in teaching/administration; include details and examples that reflect your attitudes and convictions about public school education)

Are you able to perform the essential functions of the job for which you are applying?

Have you ever had your teaching certificate revoked, suspended or denied, or have you voluntarily relinquished your teaching certificate to avoid revocation procedures? Yes [] No [] If "yes" please name State:

REFERENCES: (List any principals and supervisors who are familiar with your professional success.)

Name	Position	Address/Telephone

- A. **Application must include, upon submission: 1) Placement File or three current letters of recommendation 2) Evidence of Washington State Certification 3) Copies of Transcripts 4) Applicant Disclosure Form**
- B. If selected, official transcripts, written verification of teaching experience and other required forms must be provided before a contract is valid.

People of disability may request reasonable accommodation in the hiring process by contacting Beverly Johnson-Torelli, Assistant Superintendent of Human Resources, 524 South Auburn St., Kennewick, WA 99336 or by calling (509) 222-5010.

The Kennewick School District is a drug free, tobacco free educational system. Drug screening and a fingerprint check may be a prerequisite to employment. The District employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Immigration and Naturalization Service.

My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and the reference source from any liability in connection with its release or use. Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission, false answered statement made by me on the application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

If you do not want us to contact your current employer please check here.

Signature _____ Date _____

"Equal Opportunity Employer"

Applicant Disclosure

Please complete the following questions and sign the declaration. **Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire can be grounds for denial of employment or**

continued employment with Kennewick School District. Answer **Yes** or **No** to each item listed. If the answer is **Yes** to any of the questions, please explain in the space provided, indicating the charge or finding, the date and the court(s) involved.

1. Are you presently under contract? **No** **Yes** - If yes, with whom? _____

What is your present position (Title)? _____

2. Have you ever been on a plan of improvement or placed on probation?

No **Yes**

3. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body?

No **Yes**

4. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extracurricular positions) in order to avoid discharge or nonrenewal?

No **Yes**

5. Have you ever been dismissed, discharged, fired or forced to resign from any employment?

No **Yes**

6. Have you ever resigned from or otherwise left any employment while allegations of misconduct were pending?

No **Yes**

7. Have you ever been disciplined by a past or present employer because of allegations of misconduct?

No **Yes**

8. Are you currently or have you ever been the subject of any investigation or inquiry by an employer because of allegations of misconduct on your part?

No **Yes**

9. Have you ever been discharged or non-renewed from any employment (inclusive or regular or extracurricular positions)?

No **Yes**

10. Have you ever had any certificate or license subject to a reprimand, revoked, suspended or denied or voluntarily relinquished to avoid revocation?

No **Yes**

11. Are you currently or have you ever been the subject of any certificate or licensing investigation, inquiry or adverse action by any certification or licensing agency?

No **Yes**

12. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions, such as minor traffic citations.)

No **Yes**

13. Have you plead guilty or been convicted of any felony crime involving the physical injury or death of a child, promoting prostitution of a minor child; assault; incest; child abuse or neglect; custodial interference; child molestation; promoting pornography; selling or distributing erotic material to minors; criminal mistreatment; violation of a child abuse restraining order; or child abandonment? (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as a minor traffic citations)

No **Yes**

14. Have you ever plead guilty to, or been convicted of one of the following crimes against persons: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; rape or statutory rape; first or second degree arson; burglary, manslaughter or extortion; indecent liberties or indecent exposure; communication with a minor for immoral purposes; sexual exploitation of a minor or developmentally disabled person; been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult; criminal mistreatment; violation of a child abuse restraining order; or child abandonment?

No **Yes**

15. Within the past seven (7) years, have you plead guilty to, been found guilty of, or forfeited bond regarding violation of any city or county ordinance or state law or regulation involving physical threat, injury or abuse of a victim who was then under the age of 18?

No Yes

16. Have you ever been found in any dependency action under RCW 13.34.030(2)(b); been found guilty by a court in a domestic relations proceeding under Title 26RCW; or been found guilty in any disciplinary board final decision to have sexually assaulted or exploited any minor or to have physically abused any minor?

No Yes

17. Have you ever plead guilty or been convicted of a misdemeanor or felony not listed above?

No Yes

If you answered yes to any of the above, please explain: _____

An inquiry will be made to the Washington State Patrol, a Federal, or other Law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such an inquiry will be made available to you upon request.

I certify under penalty of perjury under the laws of the Sate of Washington that the foregoing is true and correct.

Applicant, Print Name: _____

Applicant Signature: _____

Date: _____

TO BE COMPLETED AFTER CONDITIONAL EMPLOYMENT IS OFFERED. Kennewick School District has offered you a position working ith children and/or their families. By law we must ask you again, since the completion of your application with KSD.

Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that as of this date ___/___/___, a date on or after which I have been offered conditional employment with the hiring district, the foregoing remains true and correct. I further certify that I have been released from all contractual obligations with other Washington State School Districts. I understand that any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of my application or this questionnaire can be grounds for denial of employment or continued employment with the hiring district.

Your signature must be witnessed by an employee of the hiring district.

Print Name: _____

Sign Name: _____

Witness, Print Name/Title: _____

Witness, Sign Name: _____

Date: _____

Position Notification Form

**TO RECEIVE STATUS ON POSITION YOU ARE APPLYING FOR SEE
COMPLETE INSTRUCTIONS ON BACK. DON'T FORGET TO PUT
YOUR POSTAGE STAMP ON!!**

—
Kennewick School District
524 S. Auburn St.
Kennewick, WA 99336



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CERTIFICATED APPLICANTS

To be notified on the status of the position you are applying for please complete the following steps:
1) **Enter position number** on blank below; 2) **Enter address** on front of form; 3) **Adhere postage stamp** to designated spot on front of form. Any incomplete forms (no address, no position number or missing postage) will not be processed. Form should be received with letter of interest.

Position Number _____ has been filled by:

_____ In District Candidate

_____ Out of District Candidate

We encourage you to continue to review our employment postings at www.ksd.org, on our Jobline at 222-5011, or in the Administration Building foyer.