

DENVER PUBLIC SCHOOLS

900 GRANT STREET / DENVER, CO 80203

DEPARTMENT OF HUMAN RESOURCES
TELEPHONE (303) 764-3270
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LETTER OF INSTRUCTION FOR COMPLETING ADMINISTRATIVE APPLICATION

Thank you for your interest in employment with Denver Public Schools. Administrative positions fall into two general categories and are posted and filled as described below.

1. Central Office Administrative positions are posted in the Welcome Center, which is located on the first floor of the Administration Building, as they become available. They are advertised in newspapers and educational publications and are also placed on our Job Information Line, which can be accessed twenty-four hours a day by calling 303-764-3263. You may also wish to check our web site at <http://hr.dpsk12.org>
2. Advertisements for Principal and Assistant Principal applicants are placed in newspapers and educational publications during December and January each year. All applications received by the closing date (**January 19, 2001**) are logged in and placed on a master list. Committees are formed to screen the applications and identify eligible candidates who will be invited to participate in the Interview/Assessment Process. Following the Assessment, which is a daylong series of individual and group activities, a pool of the most qualified candidates is formed. When vacancies occur, applicants interview for specific positions.

An Administrative application is enclosed (see Application Requirements below). Applicants for Principal and/or Assistant Principal should fill out and submit:

- One application for Principal, Elementary School.
- One application for Assistant Principal, Elementary School.
- One application for Principal, Middle and/or High School.
- One application for Assistant Principal, Middle and/or High School.

Applications will be kept on file for one calendar year.

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The details for securing Colorado Principal/Administrator Licensure must be obtained through the Colorado Department of Education, 201 E. Colfax Avenue, Denver, CO 80203 – Phone 303-866-6628.

Completed applications and required documentation (see Application Requirements below) should be mailed to: Nancy Swanson, Denver Public Schools, Department of Human Resources, Room 501, 900 Grant Street, Denver, Colorado 80203. If you have any questions, please call our office at 303-764-3270.

APPLICATION REQUIREMENTS:

1. Application materials should focus on:
 - Leadership and supervisory experience.
 - Community service.
 - Technology experience
 - Specialized experiences, i.e. working with diverse communities.
 - Teaching experience.
 - Other experiences that may qualify an applicant for an administrative position.

2. The following documents **must be included** with your application materials:
 - Application (indicating which position/level you wish to apply for—separate applications must be submitted for each position as outlined in paragraph three above).
 - Cover letter
 - Resume
 - Three **current** letters of recommendation. (Current is defined as the last two years.)
 - A copy of your college/university transcripts.
 - A copy of your **current** Principal/Administrative License or authorization.
 - Ethnicity disclosure form.
 - Application insert sheet (which includes the responses to three essay questions).

Bulletin Numbers located in the upper right hand corner of the Job Posting **must be included** on the bottom right section of the front page of your application.