

Information for Prospective Teaching and Administrative Applicants

Thank you for your interest in employment opportunities at Hendricks Public School. We are seeking passionate and dedicated individuals to join our team and contribute to our learning community.

This document outlines the required materials and procedures for applying for a teaching or administrative position at our school.

Application Requirements:

To be considered for a teaching or administrative position, applicants must submit the following materials:

1. Letter of Interest: A personalized letter expressing your interest in a specific position (if known) or general interest in teaching/administration at Hendricks Public School.
2. Resume/Curriculum Vitae (CV): A comprehensive document outlining your educational background, professional experience, certifications, relevant skills, and any notable achievements. Please ensure your resume is up-to-date and clearly demonstrates your qualifications for the type of position you are seeking.
3. Three (3) Current Letters of Reference: Letters of recommendation from individuals who can speak to your professional qualifications, work ethic, and character. These letters should be current (ideally within the last year) and from supervisors, colleagues, or other professional contacts who have direct knowledge of your work.

Application Submission:

Please submit all required application materials electronically to: paul.chick@isd402.org

Please ensure that all documents are submitted as PDF attachments.

Application Process and Next Steps:

1. If the job posting has a due date, applications will be reviewed by our hiring committee following the due date. If the job posting is listed as "Open Until Filled", applications will be reviewed by the hiring committee as they come in.
2. Qualified candidates will be contacted for an interview. Only those selected for an interview will be contacted directly.

3. Selected candidates will be required to undergo a background check and provide official transcripts.

Equal Opportunity Employer:

Hendricks Public School is an Equal Opportunity Employer. We are committed to a diverse and inclusive workplace and encourage all qualified individuals to apply.

Thank you again for your interest in joining the Hendricks Public School team. We look forward to reviewing your application.

Sincerely,

The Hiring Committee

Hendricks Public School