



Delaware County Intermediate Unit

Education Service Center
200 Yale Avenue
Morton, PA 19070
www.dciu.org

Return Form to:
Dr. John A. DeFlaminis, Executive Director
Penn Center for Educational Leadership
3440 Market Street, Suite 500
Philadelphia, PA 19104-3325

APPLICATION FOR THE POSITION OF EXECUTIVE DIRECTOR

PERSONAL

Mr./Ms./Dr. First Name Middle Initial Last Name

Home Address City State Zip

Home Phone Mobile Phone Work Phone Fax

Where do you prefer to be contacted confidentially: [] Home [] Work [] Either

Current Employer Position Salary

Business Address City State Zip

Years in Position Enrollment No. of Teachers Annual Budget

EDUCATION

Undergraduate Institution

Degree & Date of Completion

Major Fields

Graduate Institution(s)

Name Degree Major Field Date

Date of Last Graduate Work: Advisor

Professional Certificates:

Are you currently certified or eligible to be certified for this position: [] Yes [] No Which states?

EXPERIENCE

Classroom Teaching:

Position	Location	Subjects	Dates

Administrative and/or Supervisory Positions:

Position	Location	Dates

Professional Organization Memberships:

REFERENCES

Please list the names of three persons who know your professional work and qualifications:

Name _____ Position _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Name _____ Position _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Name _____ Position _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Checklist:

- Resume or Curriculum Vitae
- Completed Application
- Three Written Letters of Reference
- Copies of Transcripts (Originals will be required at a later date)
- Criminal History Check (as required by the Pennsylvania Department of Education)
The Criminal History Clearance can be done online at <http://epatch.state.pa.us> There is a \$10.00 credit card fee.
The results of this come back much quicker than if you submit the clearance by mail.
- Official Child Abuse Clearance (or copy of filed form and money order)
The application can be found at <http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671038.htm>
- FBI Federal Criminal History Record Registration, including fingerprinting
(or copy of filed form and check)
Application for the fingerprint-based background check is available at <http://www.pa.cogentid.com/>
Registration must be completed prior to going to the fingerprint site. There is a \$40.00 fee.

RETURN APPLICATION MATERIALS TO:

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*Candidates must complete all sections of this application form.
Once received, this application packet becomes the property of the Delaware County Intermediate Unit.*

Delaware County Intermediate Unit is an Affirmative Action/Equal Opportunity Employer

Name _____ Position _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

I authorize the Penn Center for Educational Leadership to contact my references or any other references deemed necessary to ascertain the merits of my candidacy for this position. I authorize references to discuss my application and/or release information concerning me, and agree to hold them, the Intermediate Unit, and the consultants harmless for providing and/or utilizing any information requested and/or provided.

I also request that my application and interest in the position remain as confidential as under the applicable laws of the state. I understand my candidacy may become a matter of public record when I am presented as a finalist to the Board of Education. I further understand that elements of my resume may be available to the public and news media at such time. However, I request that reasonable effort be taken to maintain the confidentiality of this application and other documents and information which accompany my application for the position for which I am applying.

- Yes No Have you ever been convicted of a felony?
- Yes No Have you ever been dismissed for cause from a position in a public or non-public school or child-care facility?
- Yes No Have you ever had a teaching credential revoked, suspended or annulled in any state, territory or foreign country?

If you answer “yes” to any of the above questions, you must attach a signed statement of explanation. Submit official copies of court records including disposition of the case(s).

I hereby affirm that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me are true, complete and correct to the best of my knowledge and belief. I understand that any misinterpretation, falsification, or omission will be sufficient cause for cancellation of the application or discharge if I have been employed.

Applicant’s Signature

Date

ESSAY QUESTIONS

Please answer the following essay questions targeted to important issues for the new executive director. Please limit your response to 1 page per question. Thank you.

1. Describe how you have been entrepreneurial in your current and previous leadership positions and how your district/I.U./organization has benefitted by your skills.
2. Intermediate Units deliver a wide range of programs and services. Explain how your experiences have prepared you to lead further program development, especially in special education and career/vocational education.