

**Lee County Board of Education  
James Evans, Jr., Superintendent  
242 Lee Ave. - P.O. Box 668  
Beattyville, KY 41311**

**Phone (606) 464-5000  
Fax (606) 464-5009**

**APPLICATION FOR CERTIFIED POSITION – ADMINISTRATIVE**

**Name:** \_\_\_\_\_

**Administrative Position:** \_\_\_\_\_

Thank you for your interest in the Lee County Schools. Please permit me to share some information about our county and educational program with you.

Lee County is located some 70 miles east of Lexington, 40 miles east of Richmond, and 25 miles southeast of Natural Bridge State Park. Major access routes include Highway 52 from Richmond and Highway 11, the Natural Bridge exit from the Mountain Parkway. Lee County is a relatively small, rural county located in the foothills of Eastern Kentucky.

The educational program serves approximately 1,100 students in grades K-12. The program consists of two elementary schools, a middle school, a high school, an alternative education school, and an area technology center. Academic quality characterizes the school program. New programs and initiatives are an expectation to retain quality, competitive programs. Our students come from a variety of backgrounds, are generally well behaved and are respectful of school personnel. Instructional materials and equipment are given priority in the expenditure of funds.

Applicants must have a 3.0 GPA in their teaching major or minor. All schools have SBDM councils. Questionnaires and interviews are a part of the selection process.

The Lee County Board of Education recognizes that any organization is only as effective as the quality of its personnel. We maintain high standards and high expectations. If you have an interest in becoming a part of a progressive educational program, you are invited to complete this application.

Respectfully,

James Evans, Jr.  
Superintendent  
Lee County Schools

**APPLICATION FOR ADMINISTRATIVE POSITION**

Date of Application \_\_\_\_\_

**I. Personal Data**

Position(s) \_\_\_\_\_ School(s) \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Certifications and Endorsements (List All)**

**Expiration Date**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**II. Teaching, Administrative, and Professional Experiences. List all Employment and Dates.**

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**III. Educational and Professional Preparation (List All)**

**Colleges and Degrees**

**Dates**

_____	_____
_____	_____
_____	_____

**IV. References (List 3 – Include Position and Address)**

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**V. General Statement – Please describe why you are interested in this position – why you would be a strong applicant – and what expectations you would bring to this position. (You may attach one (1) sheet if needed.)**

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**VI. Transcripts, Resumes, etc. – Please include any materials you deem relevant.**

The Lee County Board Of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs or activities as set forth in Title IX, Title VI, and Section 504.

For this type of employment, state law requires a state criminal history background check as a condition of employment.

Applicants being considered for employment in safety-sensitive positions with the Lee County Board Of Education shall be required to submit to a urinalysis test for the detection of the illegal use of drugs as part of the currently required post-offer, pre-employment physical. Positions considered safety sensitive include administrator, teacher, traveling teacher, teacher aide, substitute teacher, school secretary, Central Office staff, custodians, cooks, and itinerant staff. The procedure for testing these positions may be found in 03.13251 AP.1/0323251 AP.1. I acknowledge notification of this policy and understand that compliance with this policy is a condition of employment.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Thank you for your application.

## **EXPECTATIONS FOR PRINCIPALSHIP**

### **Management**

- **Meet all time lines**
- **Supervise building and grounds (safety and maintenance)**
- **Create a positive environment with staff, teachers, parents and community**
- **Follow all district policies and procedures**
- **Be confidential with information about students, teachers, staff (need to know basis only)**
- **Develop open line of communication with administrative staff (guidance counselor, assistant principal and central office).**

### **Instructional Leader**

- **Monitor school improvement plan. Systematically develop school Consolidated Plan.**
- **Analyze and assess students' progress in an on-going effort to improve student performance.**
- **Maximize staffing in the instructional process providing for low teacher/student ratio.**
- **Promote best practices of instruction. (These practices should be research based.)**
- **Promote safe learning environment that is inviting to the student, staff, parents, and community.**
- **Work with staff on implementing and refining the curriculum (written document).**
- **Continue to implement and actively promote the "Behavior Model Schools".**
- **Work with Elementary and Secondary schools to facilitate continuity of instructional programs.**