

***CLASSIFIED ADMINISTRATOR***

***SECURITY***

***ASSISTANT CHIEF***

***FOR***

***SECURITY***



**Vacancy  
Announcement**

# *Academy School District Twenty*

*Dr. Mark Hatchell, Superintendent of Schools*

*Administration Office  
1110 Chapel Hills Drive, Colorado Springs, CO 80920-3899  
Website: [www.asd20.org](http://www.asd20.org)*

*Phone: 719-234-1200  
Fax: 719-234-1705*

---

*February 25, 2009*

*Dear Applicant:*

*Thank you for your interest in Academy School District 20. Every outstanding school system establishes and maintains its reputation and grows on the basis of the quality teachers, administrators and support staff that it employs and retains. Loyal and dedicated employees who strive to give students the very best educational opportunities have been responsible for the outstanding reputation that we enjoy.*

*A completed application for this position includes:*

- The application form.*
- A letter of application, which states why you feel you are qualified for the position.*
- A current resume.*
- A statement of your beliefs about the role of an Assistant Chief for Security.*
- Three current letters of recommendation.*
- Complete undergraduate and graduate transcripts. Copies are acceptable for your application.*

*The application closing deadline is 3:00 p.m. on March 13, 2009.*

*We appreciate your application to our district and thank you for your special interest in this position.*

*Sincerely,*



*Kathleen Crume  
Assistant Superintendent for Human Resources  
Academy School District 20*

*KC/cda*

### **Mission Statement**

The mission of Academy School District 20, dedicated to national and international standards of excellence, is to educate every student through a comprehensive and academically challenging curriculum taught in a safe and nurturing environment. We challenge students to pursue dreams, succeed with integrity, and contribute meaningfully to a diverse society.

### **Belief Statements**

We believe that:

- The education of each student is a responsibility shared by students, families, schools, and communities;
- Creative and critical thinking and openness to new ideas stimulate learning;
- Each individual is worthy of respect;
- Each individual achieves best in an environment where physical and emotional safety are secure;
- Personal integrity is essential to individual success;
- Quality education is vital to our community;
- Learning is a lifelong endeavor;
- Each individual learns in a variety of ways and has vast learning potential.

### **Academy School District 20**

is one of the fastest growing school districts in the state of Colorado . . . growing from a student population of 5,500 in 1980 to its current population of 21,500 students.

The district has 29 schools and has opened two new elementary schools and a new high school for the 2007/08 school year.

Academy School District 20 has a proven tradition of excellence. The district is committed to being a world-class district that is accountable to the public for a focus on academic excellence while providing programs and services designed to promote the overall growth and well being of our students.

### **Security Department Mission**

It is the mission of the Academy School District 20 Department of Safety and Security to maintain a safe school environment for students, staff and visitors by:

- protecting students, staff and visitors in our schools and facilities;
- deterring criminal and disruptive conduct on District property;
- enforcing laws and the policies and procedures of the District;
- providing emergency response and crisis management services and;
- protecting District facilities and property for their intended use.

### **Job Goal**

Administration and management of Security Operations

### **Position Title**

Assistant Chief for Security

### **Reports to**

Chief for Security

### **Performance Responsibilities**

- Know all aspects of law enforcement and security patrol operations and functions.
- Know school district policies, existing department procedures and existing local, state, and federal laws and ordinances pertaining to unlawful activities on or near school properties.
- Schedule and deploy personnel assigned to the division.
- Evaluate the performance of assigned personnel.
- Assist the chief in developing operational procedures and recommendations for implementation of new methods and procedures.
- Develop and/or deliver training programs for personnel assigned to both the school division and patrol division, including, but not limited to school and criminal law procedure,

emergency response and management, crisis prevention, non-violent crisis intervention, arrest and control techniques, patrol methods, firearms training and qualification.

### **Required Qualifications**

- Completion of Post Offer Standards Training (POST) academy, post-certification training, or similar police training as solely approved by the district is required.
- Bachelor's degree in criminal justice, criminology, public administration, business administration or similar major coursework is required.
- The ability to deliver training programs in security and law enforcement.

### **Preferred Qualifications**

- Police experience at a command level (lieutenant level or higher) is preferred.
- Graduation from the FBI National Academy, Southern Police Institute, CPP designation or other evidence of continued and on-going professional development is preferred.
- Certified Protection Professional
- Masters degree in Criminal Justice of Public Administration is preferred.

### **Terms of Employment**

A 225-day position.

### **Salary:**

The district offers a comprehensive executive compensation package. The salary range for 2008/2009 is \$52,956 to \$76,448. The 2009/2010 salary schedule will be approved in May 2009. Placement is dependent upon education and experience. The district also offers a supplemental stipend, professional development stipend, an annuity, medical benefits, life insurance and salary benefit dollars if an individual chooses not to take the medical benefits plan.

### **Application Process**

The application must include:

- the application form
- A letter of application which states why you feel you are qualified for the position
- A current resume
- A statement of your philosophy on the role of a Assistant Chief for Security
- Three current letters of recommendation
- Complete undergraduate and graduate transcripts. Copies are acceptable.

Please include your e-mail address and cell phone number if applicable. Return completed application packet to:

Celina Arsenault, Administrative Assistant  
Human Resources  
Academy School District 20  
1110 Chapel Hills Drive  
Colorado Springs, CO 80920  
(719) 234-1238 FAX (719) 234-1705  
E-mail: celina.arsenault@asd20.org

*Academy School District 20 does not unlawfully discriminate on the basis of age, race, religion, national origin, gender or disability in admission or access to, or treatment or employment in, its educational programs or activities.*

### **Time Line:**

#### **Applications Close**

**March 13, 2009 at 3:00 p.m.**

#### **Preliminary Interviews**

**March 19, 2009**

#### **Final Interviews**

**March 20, 2009**

#### **Position begins**

**April 13, 2009**

**ACADEMY SCHOOL DISTRICT 20  
ADMINISTRATOR EMPLOYMENT APPLICATION**

We know that employment application forms are not always a very friendly way to gather information, but please complete the entire application form. Please do not hesitate to contact our office regarding any questions you might have concerning the application process.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/ST \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ WORK PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

CELL PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**EDUCATION BACKGROUND**

Begin with most recent College/University

	College/University	State	Major	Degree Received	Date Received
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

**JOB REFERENCES**

List three persons who have known you in your most recent position.

	Name	Position/Title	Organization	Work Number	Home Number
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

**ACADEMY SCHOOL DISTRICT 20  
ADMINISTRATOR EMPLOYMENT APPLICATION**

In which state(s) have you lived in the past seven years, including current residence? Begin with the most recent.

**Specific Dates of Residence**  
City/County/State

Month/Year to Month/Year

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Please complete the following information even if it is included on your resume.  
List all experience with most recent experience first.  
Please use a separate sheet for additional information.**

Are you presently employed?     Yes     No

What administrator license do you hold? \_\_\_\_\_

How did you find out about this job opening?

Education Week     Education Week Website     District Website     CASE Website

Other    Please explain \_\_\_\_\_

**WORK EXPERIENCE**

1. Position \_\_\_\_\_

2. Position \_\_\_\_\_

Organization/School \_\_\_\_\_

Organization/School \_\_\_\_\_

Organization/School District Size \_\_\_\_\_

Organization/School District Size \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City/St \_\_\_\_\_ Zip \_\_\_\_\_

City/St \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor's Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Supervisor's Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Supervisor's Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Supervisor's Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employment Dates \_\_\_\_\_

Employment Dates \_\_\_\_\_

**ACADEMY SCHOOL DISTRICT 20  
ADMINISTRATOR EMPLOYMENT APPLICATION**

**WORK EXPERIENCE continued**

3. Position \_\_\_\_\_  
Organization/School \_\_\_\_\_  
Organization/School District Size \_\_\_\_\_  
Address \_\_\_\_\_  
City/St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Supervisor's Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Supervisor's Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Employment Dates \_\_\_\_\_

4. Position \_\_\_\_\_  
Organization/School \_\_\_\_\_  
Organization/School District Size \_\_\_\_\_  
Address \_\_\_\_\_  
City/St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Supervisor's Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Supervisor's Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Employment Dates \_\_\_\_\_

5. Position \_\_\_\_\_  
Organization/School \_\_\_\_\_  
Organization/School District Size \_\_\_\_\_  
Address \_\_\_\_\_  
City/St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Supervisor's Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Supervisor's Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Employment Dates \_\_\_\_\_

6. Position \_\_\_\_\_  
Organization/School \_\_\_\_\_  
Organization/School District Size \_\_\_\_\_  
Address \_\_\_\_\_  
City/St \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Supervisor's Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Supervisor's Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Employment Dates \_\_\_\_\_

**ACADEMY SCHOOL DISTRICT 20  
ADMINISTRATOR EMPLOYMENT APPLICATION**

**PRE-EMPLOYMENT INFORMATION FORM**

To help Academy School District 20 comply with Federal/State equal employment opportunity record keeping, reporting, and other legal requirements, please answer the optional questions below.

This Pre-Employment Information Form will be kept in a confidential file separate from your application for employment.

**Please mark the appropriate items:**

**GENDER:**             **Male**                       **Female**

**RACE/ETHNICITY:**

- 01 American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.
  
- 02 Asian or Pacific Islander** – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
  
- 03 Black (not Hispanic)** – A person having origins in any of the black racial groups of Africa.
  
- 04 Hispanic** – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
  
- 05 White (not Hispanic)** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**ACADEMY SCHOOL DISTRICT 20  
ADMINISTRATOR EMPLOYMENT APPLICATION**

**RELEASE FOR VERIFYING BACKGROUND INFORMATION**

In the event that I am offered a position by Academy School District 20, before the time of hire, I grant my prospective employer full authority to verify application information via driver's record and criminal history. This form will be kept in a file separate from my application for employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE PRINT**

LAST NAME: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

DRIVER'S LICENSE STATE: \_\_\_\_\_

DRIVER'S LICENSE EXPIRATION DATE: \_\_\_\_\_

*Academy School District 20 does not unlawfully discriminate based on race, color, gender, religion, national origin, age, marital status, or disability in admission or access to, or treatment or employment in, its educational programs or activities.*

*Inquiries may be referred to Director for Human Resources, Academy School District 20, 1110 Chapel Hills Drive, Colorado Springs, CO 80920, 234-1200, or to the Office for Civil Rights, U.S. Department of Education, 2962 Stout Street, Denver, CO 80294.*

\_\_\_\_\_  
Office Use:    NS \_\_\_\_\_                    CBI \_\_\_\_\_                    CDE \_\_\_\_\_                    Status: \_\_\_\_\_

**ACADEMY SCHOOL DISTRICT 20  
ADMINISTRATOR EMPLOYMENT APPLICATION**

**BACKGROUND REPORT**

Colorado Revised Statutes (CRS 22-32-109.8) requires all non-licensed school district employees who begin their assignment on or after January 1, 1991, to submit a BACKGROUND REPORT FORM certifying that the applicant HAS or HAS NEVER BEEN convicted of a felony or misdemeanor (other than a misdemeanor traffic offense or traffic infraction); and a SET OF FINGERPRINTS taken by a LAW ENFORCEMENT AGENCY which will be sent to the Colorado Bureau of Investigation and Federal Bureau of Investigation for the purpose of conducting a police criminal background investigation. Academy School District 20 will require fingerprints to be submitted PRIOR TO EMPLOYMENT and requires the Background Report Form to be SUBMITTED WITH THE APPLICATION. Applicants and employees must report any convictions\* that occur subsequent to the time they initially completed this form. In addition, the Background Report Form must be notarized at the time of hire.

**Please read carefully and answer every question. Circle your responses. If you answer YES to any of the questions below, please explain in detail on a separate sheet of paper, referring by number to the appropriate question. Please type or print clearly.** *Conviction of a crime is not an automatic bar to employment. The District will consider the nature of the offense, the date of the offense, and the relationship between the offense and the position for which you are applying.*

Last Name	First Name	Social Security Number	
1. Have you ever been convicted** of a felony?		YES	NO
2. Have you ever been convicted of a misdemeanor other than minor traffic violations? (A DUI conviction is not considered a minor traffic offense.)		YES	NO
3. Have you ever been convicted of a sex or drug-related offense?		YES	NO
4. Has any court ever received a plea of guilty or a plea of nolo contendere from you for any offense, or has any court deferred further proceedings without entering a finding of guilty?		YES	NO
5. Have you ever been placed on probation?		YES	NO
6. Have you ever been convicted of, pled nolo contendere to, or received a deferred sentence for a crime involving unlawful behavior involving a child?		YES	NO
7. Have you ever been dismissed, or have you resigned from a position as a result of an allegation of unlawful behavior, involving a child, including unlawful sexual behavior?		YES	NO
8. Have you ever had any professional licenses ( <i>including teaching certificates/licenses</i> ) suspended, annulled or revoked <i>in any state or country</i> ?		YES	NO
9. Have you ever been dishonorably discharged from the military?		YES	NO
10. Have you ever been involuntarily terminated from any employment or asked to resign from employment?		YES	NO
11. Have you ever been non-renewed or refused a continuing contract?		YES	NO
12. Have you ever resigned to avoid termination of employment or to avoid non-renewal of a contract?		YES	NO

\* CONVICTION means the final judgment on a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside or otherwise rendered invalid.

\*\* CONVICTED means a conviction by a jury or by a Court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere, and the imposition of a deferred or suspended sentence by the Court.

**ACADEMY SCHOOL DISTRICT 20  
ADMINISTRATOR EMPLOYMENT APPLICATION**

**APPLICANT SIGNATURE**

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge. I agree to have any of the information checked by the school district. I authorize the references listed, as well as any other individuals whom the district contacts (including my current employer, former employers, and any government or law enforcement agency), to provide Academy School District 20, any and all information concerning my previous or current employment. I understand that if I limit the district's right to contact persons/organizations deemed necessary by the district, the application may not be considered further. Also, I release all parties and persons from any and all liability for any damages that may result as a consequence of furnishing such information to the district or any of its agents, employees or representatives for purposes related to this application or my employment. I also understand that related skills testing and testing for the presence of drugs and alcohol in my body may be required prior to employment. I agree that with or without an accommodation, I must be able to perform the "essential functions" of the position. If an accommodation is required, I must make that request prior to my employment start date. I understand that **ANY** misrepresentation, falsification or material omission of information during the interview or on this application, may result in my failure to receive an offer of employment, **OR, IF I AM HIRED, MAY RESULT IN MY EMPLOYMENT BEING TERMINATED BY THE DISTRICT.** I understand that any results of the Colorado Bureau of Investigation/Federal Bureau of Investigation background checks, which might deny me employment, will be forwarded to the Colorado Department of Education. I understand applications are kept on file for a period of one year and will remain the property of Academy School District 20.

---

Signature

---

Date

**Notice of Nondiscrimination**

The district does not discriminate on the basis of age, race, religion, national origin, disability or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of handicap by Section 504 (2g USC 794).