

CHENEY USD 268 SELECTION PROCESS

Application Process: In order to be considered an applicant for an administrative staff position, a completed application profile must be on file at the Cheney USD 268 District Office. A completed application profile consists of the following information:

Application Procedure:

1. Complete a district application form - applications may be obtained from our district website: www.cheney268.com, click on employment opportunities and complete the Administrative application form
2. Letter of interest and accomplishments
3. Current resume, complete with names and current contact information of at least five references
4. University credential file
5. Copy of all University transcripts
6. Copy of current KSDE Secondary Administration Certification or verification from KSDE of Kansas certification or eligibility of certification.

Mail all application information to: Superintendent
Cheney USD 268 District Office
100 W. 6th Street
Cheney, KS 67025

Maintaining Current Application: Applications will remain current and “on file” from October 1 to September 30 of the following year. Applicants desiring to reactivate their application after October 1 may do so by contacting the District Office either orally or in writing.

Interview Process: A personal interview is required for employment. Recruiting interviews are sometimes completed on college campuses (check with college placement bureaus in your area). When desired, Cheney USD 268 Administrators will schedule onsite interviews after reviewing completed application profiles (application form, resume, credentials, and transcripts).

Certification Process: Individuals must assume responsibility for obtaining and renewing required certification. Certificates must be registered with the board clerk upon employment. Information about Kansas certification requirements may be obtained from the Director of Certification, Kansas State Board of Education, 120 East 10th, Topeka, KS 66612, 785-296-2288.

Salary: Administrator’s salary will be based on formal education and experience. The exact placement is determined by the Cheney USD 268 Board of Education.

Equal Opportunity Employer: Cheney USD 268 complies with nondiscriminatory practices in all educational programs, activities, and employment procedures, and will not discriminate against any person because of ethnicity, gender, age, religion, color, national origin, or disability.