



# Anser Charter School

AN EXPEDITIONARY LEARNING SCHOOL

Dear Applicant,

Thank you for your interest in a teaching position with Anser Charter School. To facilitate the application process and be considered for a teaching position your file must initially include the following. Prefer files be shared electronically i.e. DropBox, GoogleDrive:

- Cover Letter
- Resume
- Employment Application
- Three Letters of Recommendation
- Answers to Essay Questions
- Copies of College Transcripts (originals will be required upon hiring)
- Copy of Certificate (candidates without certification must be willing to complete the required state certification process)

Once the application packet has been completed in its entirety and submitted for review, qualified candidates will be contacted for:

1. After reviewing all applications, selected candidates will be invited for an initial screening interview by the interview team.
2. After the screening interview, candidates will be narrowed down to a select few. These candidates will be asked to submit a teacher portfolio. The first portion of the portfolio, candidates will write on two essay questions?
  - Like the "good to great companies," Anser has created a "consistent system with clear constraints" but gives teachers freedom and responsibility within the school design of Expeditionary Learning. ANSER teachers are expected to utilize consistent teaching practices such as Reader's/Writer's Workshop and Cognitive Guided Math Instruction, to name a few. Like these companies, we hire self-disciplined, passionate individuals who take the lead in managing themselves. How do you see yourself fitting into such a system?
  - Anser embraces the philosophy that we are a community of life-long learners. What are ways you have demonstrated commitment to professional and personal learning?
  - Include comprehensive evidence of student learning (standardized assessment data with benchmark data, classroom pre/post assessment).
  - The next portion of the portfolio is your **choice** (please make this determination based on what you would like to showcase). Examples of this section **may include**): Pictures of events students have participated in (please include background information), DVD of a classroom project/exhibition, service learning activities, adventure activities, cross grade-level activities, parent communication, letters of commendation, or other areas you feel would fit this choice portion.
3. The top candidates will be **required** to spend no less than a morning at Anser Charter School. Candidates are **encouraged** to spend the afternoon observing classrooms and meeting informally with staff after the formal interviewing process. Candidate's formal interview will consist of: 1) observing whole school or classroom community meetings, 2) teaching a lesson (lesson focus will be given prior to visitation day), 3) being interviewed informally by other members of the Anser community, 4) spending time reflecting, and/or analyzing and interpreting a data set.
4. Offer of employment, contract signing and new employee material packet processing.
5. Summer Expectations: Plan with teaching partner(s) at various times over the summer and/or attend professional development opportunities pertinent to the job position.

Applicants will proceed through the above steps as determined by the interviewing team. You will not be notified of your status within these steps unless you proceed through the entire process. If you would like to know the status of your application, please contact me.

Thank you again for your interest in Anser Charter School.

Sincerely,

Michelle Dunstan  
Education Director/Principal

**Anser Charter School**  
**Application for Professional Position**

*Please submit copy of transcripts and copy of education certification*

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

Date Received: \_\_\_\_\_

Return completed application to:

Michelle Dunstan  
mdunstan@ansercharterschool.org  
Anser Charter School  
202 E. 42<sup>nd</sup> St.  
Garden City ID, 83714

**Personal**

\_\_\_\_\_  
First Name Initial Last Name

Address: \_\_\_\_\_  
Current Number and Street City State ZIP Code

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Telephone Number Cell Number E-mail

With whom could a message be left? \_\_\_\_\_  
Name Phone Number

**Certification**

Do you hold a valid Idaho Certificate for the position for which you are applying?

Yes  No

An Idaho Credential is required for employment. I will provide Anser Charter School with one of the following:

- Idaho Teaching Credential
- Idaho Teaching Credential Application
- Out of State Teaching Certificate
- I am currently completing a teacher education program
- Other Explain: \_\_\_\_\_

Which Standard Teaching Certificates do you hold?

- Elementary K-8
- Secondary 6-12 Content Area/s: \_\_\_\_\_
- Early Childhood Pre-K-3
- Special Education (include grade levels, endorsements)

**Subject Area Endorsements**

What licensure/endorsements have you obtained (include date received)?

## Professional Conduct

All questions must be answered. If explanation is necessary, use extra sheet.

Have you ever had a diploma, credential or license denied, revoked or suspended?  Yes  No  
If so, explain fully.

Have you ever failed or refused to fulfill an agreement of employment entered into by you with any public agency?  Yes  No  
If so, explain fully.

Have you ever been dismissed, suspended, placed on probation, or resigned in lieu of an investigation or other disciplinary action from any teaching position for immoral or unprofessional conduct, or for unfitness for service?  Yes  No  
If so, explain fully.

Have you ever been dismissed, suspended, placed on probation, or resigned in lieu of an investigation or other disciplinary action from any teaching position for persistent defiance of, or refusal to obey the laws and regulations of the institution or agency?  Yes  No  
If so, explain fully.

Have you ever been convicted of any crime? (Traffic infractions and motor vehicle violations classified as misdemeanors or felonies must be included.)  Yes  No  
If yes, give the date, place, nature of offense, and circumstances below. Include all guilty pleas, withheld judgments, pleas of nolo contendere, and other convictions.

## References

List at least three (3) references capable of assessing your ability to perform the work for which you are applying. It is your responsibility to have them submit letters to Anser Charter School for your application file.

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

Name	Position	Email Address		
_____				
Address	City	State	Zip	Telephone Number

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

Name	Position	Email Address		
_____				
Address	City	State	Zip	Telephone Number

3. \_\_\_\_\_

Name	Position	Email Address		
_____				
Address	City	State	Zip	Telephone Number

### **Essay Questions**

Please attach short essay responses to the following questions  
(**maximum** 1 page [12 pt. font, double spaced] for each question).

1. Explain how you embed character throughout the curriculum and within your classroom management style.
2. What is the role of the teacher as an educational leader?
3. How will you be accountable to: 1) your colleagues, 2) your students, and 3) families?

### **Please Read This Section Carefully**

I understand and affirm that: (1) the statements included in this application are complete, true, and correct; (2) I authorize Anser Charter School to receive any and all information concerning myself contained within the files of the Federal Bureau of Investigation through the fingerprint background process; (3) any contract issued to a teacher is conditioned upon the teacher having an Idaho Education Certificate valid for the whole of the period of service covered by the contract and for courses or grades being taught by said teacher; and, (4) any false statement made knowingly in this application shall constitute sufficient grounds for non hire or voiding, at the discretion of the Board of Directors, any contract issued to the teacher.

In the event I am employed by Anser Charter School, I agree to abide by all its applicable policies and procedures. I also agree to develop and implement curriculum and instructional practices consistent with Anser Charter School instructional guidelines and Idaho Content Standards. *My signature below certifies that I have read and understand this complete application, and agree to the terms and conditions outlined in this document.*

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**Anser Charter School  
AUTHORIZATION FOR RELEASE OF INFORMATION ON PAST  
EMPLOYMENT WITH SCHOOL EMPLOYERS  
IDAHO CODE 33-1210**

Idaho Law requires Applicants for any position at any Idaho Public School to allow the hiring School District/Charter Employer to obtain a copy of past public school employer personnel file materials and other documentation relating to the performance of the Applicant when such Applicant was employed by any other public school, whether in Idaho or any other state. Before hiring an Applicant for any position, the District/Charter must request the Applicant sign this form. Should the Applicant refuse or fail to sign this form, the District is not permitted to hire the Applicant for any position. This authorization does not limit any employer from seeking additional information or disclosures from any Applicant.

This form:

1. Authorizes current and past public school employers of the Applicant/undersigned on this form, including Applicants outside of the State of Idaho, to release to the hiring School District/Charter all information relating to the job performance and/or job related conduct of the Applicant and make available to the hiring School District/Charter copies of all documents in the previous employer's personnel file, investigative file or other files relating to the job performance of the Applicant; and
2. Releases the Applicant's/undersigned's current and past employers, and employees acting on behalf of the employer, from any liability for providing the above-mentioned information.

§ 33-1210 RELEASE:

I understand that the above requirements are a condition of my obtaining employment with the District/Charter and I consent to my current and former employers, both inside and outside the State of Idaho, upon receipt of this signed authorization, to comply with Idaho law. I further consent that such authorization may be provided to the hiring District/Charter via electronic means.

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Signature of Applicant

Date

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Printed Name of Applicant

Identifying Employee Number/Name of Applicant or other Identifying Information for Past Employers (including all prior names used by Applicant)

NAMES AND ADDRESSES OF ALL PRIOR EMPLOYING SCHOOL DISTRICTS/CHARTERS:

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\*Information obtained through the use of this Release will be used only for the purpose of evaluating the qualifications of the Applicant for employment. This information will not be disclosed in any manner other than as provided by Statute.

\*A copy of this Release and all information obtained through use of this Release will be placed into the Applicant's Personnel File with the District upon employment of the Applicant, if any.

\*An Applicant's failure to disclose any former School District or Charter employer, whether within or outside of the State of Idaho, will serve as the basis for immediate termination and, for certificated personnel, may also result in the District's/Charter's reporting of the individual to the Idaho Professional Standards Commission for a potential violation of the Code of Ethics for Professional Educators.

\*By accepting an executed copy of this form, the hiring School District/Charter makes no guarantee or promise of employment to the Applicant. Further, the hiring School District/Charter may employ the Applicant on a conditional basis pending review of information gathered pursuant to this Release. Such conditional employment is not a guarantee or promise of continued employment with the hiring School District/Charter for any length of time or pursuant to any additional conditions.