

Rugby Public School District #5

Board of Education

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Administration

Dr. Michael McNeff, Superintendent
Jason Gullickson, Ely Elementary Principal
Jared Blikre, Junior/Senior High Principal

Dear Applicant:

Thank you for your interest in a teaching position in the Rugby Public School District #5. Our district is committed to selecting the best teaching candidates available for our students, making it a very competitive environment.

For consideration, all applicants must have on file:

- a completed and signed application form – available at <http://www.rugby.k12.nd.us/rps-employment/>
- a letter of interest in the advertised position
- a current resume
- letters of recommendation
- college / university transcripts (copies are acceptable)
- a copy of your North Dakota teaching license (or evidence of eligibility), and applicable certifications

Applications are reviewed for advertised positions to see if they are complete and match the needs of the position and system. If a match exists, you may be selected for an interview. You will be contacted if that is the case. If you are not contacted within a reasonable period after a position posting closes, you may assume you will not be interviewed at this time.

Applications are kept on file for 12 months and then will be purged. You must submit a letter of interest for each advertised vacancy to be considered an applicant for that position.

Enclosed please find an application form that must be completed along with the submission of other required documentation. Please complete and return with other required documentation as soon as possible.

If you have any questions regarding this process or the status of your application file, please contact me at 701-776-5201.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Michael McNeff". The signature is fluid and cursive.

Dr. Michael McNeff, Superintendent
Rugby Public Schools

"An Equal Opportunity Employer"