OPS Principal Candidate Pool
Application Instructions

Thank you for your interest in leading an Omaha Public School! Omaha Public Schools (OPS) wants to ensure that every school has an outstanding leader at the helm.

We are excited to announce the launch of our Principal Candidate Pool. This screening process provides opportunities for candidates to demonstrate their proficiency on our new OPS Principal Competencies. For more information on the process, please read our Principal Candidate Pool Frequently Asked Questions.

We are looking for excellent leaders who can prepare all students for college, career, and community leadership. We need leaders who demonstrate:

- The vision and courage to ensure every student, regardless of background, can achieve college and career success
- A demonstrated track record of increasing student achievement
- Instructional expertise in K-12 education with proven ability to support, coach, and develop teachers to improve instructional practice
- A record of success in leading adults and students
- Effective communication and interpersonal skills
- Problem-solving and strategic thinking skills

With a highly selective application and screening process (designed based on research, national practice, and stakeholder feedback), becoming a principal with Omaha Public Schools will place you among a group of leaders who are transforming lives and communities through their work in leading and transforming schools.

The first step in the process is to complete the Principal Candidate Pool application. Your application must be submitted through the OPS online application system.

Please review the application carefully and prepare all required sections. Incomplete applications will not be considered. **OPS strongly encourages you to print out a sample application, work on your application offline, and then copy and paste your answers into the online application.** You do not need to complete the entire application in one sitting; you may complete it in sections, but be sure to save your work often.

Application Sections and Instructions
1. **Profile/Contact Information** – Include personal and contact information
2. **Authorization and Eligibility** – Complete questions about citizenship and prior OPS employment.
3. **License and Certification –** Identify your teaching and administrative certifications. If your specific certification is not included in the dropdown menu, choose "other" and enter the information at the end of the section in "Other Certification Information."
4. **Higher Education** – Share details about your undergraduate and graduate degrees and participation in LAUNCH or any alternative teaching or school leadership programs, if applicable.
5. **Work Experience**
    - Provide details about your last five (5) positions including your role, duties and accomplishments.
    - List your roles in **reverse chronological** order, starting with the most recent.
    - Do not upload a resume unless you have more than five positions.
    - If you have 6 or more positions, upload a resume using the same format and answering the same questions for every remaining position.

This is a sample application to support you in preparing your response. Please note that all applications must
be submitted online using the OPS online application. OPS will not accept paper, faxed, or scanned applications.

6. **Awards** – Describe any relevant awards or other achievements.
7. **Languages** – Share your proficiency in other language(s), if applicable.
8. **References**
   - Share names and contact information for three (3) references.
   - One of your references must be from a **current or recent supervisor**.
   - This page includes an option to upload a reference letter. **Please do not upload any reference letters.** References will receive a form specifically for the Principal Candidate Pool once you submit your application.
9. **Essays** – Respond to three essay questions.
   - We highly recommend that you work on your essays in Word (or another word processing program) and then copy your responses directly to the field provided in the online system.
   - Carefully review and fully respond to each question, including all sub-questions.
   - Adhere to each essay's word limit.
10. **Attachments** – Do not upload any documents unless you have six (6) or more work experiences. If you have more work experiences than fit in the online application, upload a resume that addresses all of the work experience questions for each role.
11. **Background Information and Agreements** – Review and agree to terms as part of your application.

Omaha Public Schools will only consider applications that are completed and submitted online. OPS will not accept paper, faxed, or scanned applications.

We look forward to reviewing your application. Thank you again for your interest in leading an Omaha Public School! If you have any questions, please email Erin.Perry@ops.org or call **(**531) 299-0240.

Human Resources Team
Omaha Public Schools

Omaha Public Schools Principal Candidate Pool Application

Fields with an asterisk (*) are required.

Personal Information

PROFILE/CONTACT INFORMATION
Your Full "LEGAL" name is required.

First Name:*
Middle Name:
Last Name:*
Maiden/Former Name:
Primary Phone:*
Work Phone:
Mobile Phone:
Alternate Phone:
Email:*
Preferred Contact Method: (Dropdown: Email, Phone)

PRESENT ADDRESS

Street:*
City:*   State:*   Zip Code/Postal Code:*
Country:
I can be reached at this address until (date):

PREVIOUS ADDRESS
(used for background check processing)

Street:
City: State: Zip Code/Postal Code:
Country:
Telephone:

EQUAL OPPORTUNITY INFORMATION

Providing this information is strictly voluntary. You will not be subject to adverse action or treatment if you choose not to provide this information. If you choose not to provide this information, please select "Decline to identify." Date of Birth and Gender are requirements for background check processing. All other fields are optional.

Gender: (Dropdown: Decline to identify, Female, Male)
Birth Date (MM/DD/YYYY):
Ethnicity: (Dropdown: Hispanic/Latino, Not Hispanic/Latino)
Race: (Select more than one of the following: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White)

AUTHORIZATION AND ELIGIBILITY

These questions will allow the Omaha Public Schools' human resources team to determine if you are eligible to work in our schools. To be eligible, you must meet citizenship requirements.

Are you legally authorized to work in the United States?*   ☐ Yes   ☐ No
If yes, please indicate your authorization status.* (Dropdown: Citizen or National of the United States, F-1 Visa, H-1B Visa, H-4 Visa, J-1 Visa, OPT Visa)

Date available for employment:* _____

Are you now or have you ever been OPS employee?* (Dropdown: Current OPS employee, Retired OPS employee, Former OPS employee, Never an OPS employee)

If you are a retired OPS employee, please list your retirement date: _____

If you were a former OPS employee, please list your employment start date: _____

If you were a former OPS employee, please list your employment end date: _____

LICENSE AND CERTIFICATION

All applicants are required to have a Nebraska Administrative Certificate with the appropriate grade level Principal endorsement and a minimum of a Master's degree from an accredited college or university. The evaluation process will be delayed if an applicant does not possess state certification. We recommend all candidates apply and acquire these certifications prior to applying to the OPS Principal Candidate Pool.

ADMINISTRATIVE CERTIFICATION

Certification Area* _____
Certification Area Type _____
Certification State* _____
Grade Level* _____
Expiration Date* _____

TEACHING CERTIFICATION

Certification Area* _____
Certification Area Type _____
Certification State* _____
Grade Level* _____
Expiration Date* _____
Praxis I Score _____
Praxis II Score _____

ADDITIONAL ENDORSEMENT (IF APPLICABLE)

Certification Area _____
Certification Area Type _____
Certification State _____
Grade Level _____
Expiration Date _____

OTHER – CERTIFICATION INFORMATION

Certification Area _____
Details

Certification State _____

HIGHER EDUCATION

Please select your highest education level* (Dropdown: Less than high school graduate, High school or equivalent, Some college, Technical school, 2-year college degree, Bachelor degree, Some graduate school, Master degree, Doctorate (academic), Doctorate (professional), Post-doctorate)

Have you completed the OPS LAUNCH program?*   ☐ Yes ☐ No
If yes, during which school year did you participate? _____

Undergraduate College/University
Name of School* _____
If other was selected – please provide the name of the school _____
City:* _____   State:* _____   Country:* _____
Graduated?*   ☐ Yes   ☐ No
Undergraduate Degree: Graduation or Anticipated Graduation Date: _____
Undergraduate Degree:* _____
Undergraduate Major:* _____
Undergraduate GPA: _____

Graduate College/University
Name of School* _____
If other was selected – please provide the name of the school _____
City:* _____   State:* _____   Country:* _____
Graduated?:*   ☐ Yes   ☐ No
Graduate Degree: Graduation or Anticipated Graduation Date: _____
Graduate Degree:* _____
Graduate Major:* _____
Graduate GPA: _____

Alternative Pathway Programs for Teaching or School Leadership
Did you complete an alternative pathway program for teaching or school leadership?*   ☐ Yes   ☐ No
If yes, what was the name of the program? _____
Other, please specify the name of the program _____
Country of Program* (Dropdown of countries) _____
State of Program* (Dropdown of states) _____
Name of partnering institution, if applicable: _____
Did you gain certification through this program?   ☐ Yes   ☐ No
Completion or anticipated completion date _____

WORK EXPERIENCE

In reverse chronological order, please provide the following information for each position you have held. If you have more than five (5) positions, please upload a resume for any positions not entered into this application. Be sure to use the same format and answer the same questions for each position. (Please note: Please do not upload a resume unless you more than five (5) positions in your work experience.) OPS strongly encourages you to work on your answers to the work experience questions offline and then copy and paste them into the online application.

How many years of full-time work experience do you have since completion of your undergraduate degree? ___

How many years of full-time, K-12 classroom teaching experience? (Do not include student teaching, internships, tutoring, or volunteer work.) _____

How many years of school-based work experience when you were NOT teaching in the classroom (e.g., serving as an instructional facilitator, department chair, dean, assistant principal, etc.) _____

For each work experience, complete the following:
Work Experience #* (Dropdown: 1-5, additional see attached resume)
Start Date:* _____   End Date:* _____
Job Title/Position:* _____
Employer Name:* _____
Employer Address* (Street, city, state, zip) _____
Employer Phone Number:* _____
For teaching positions, please specify the subject and grades taught: _____
If this position was in a school, what grades were served by the school? (Dropdown: Early Childhood, Elementary School, Middle School, High School, K-8, 6-12, K-12, Alternative, Other)
If this position was in a school, what type of school was this? (Dropdown: Urban, Suburban, Rural)

Briefly describe your primary duties in this role. (100-word limit)

Briefly describe any leadership experiences you had while in this role. (100-word limit)

Briefly describe any accomplishments in this role. (100-word limit)

Describe your direct impact on student achievement gains, narrowing the achievement gap, or organizational goals. Be sure to provide actual and specific student outcomes or other measurable outcomes, including comparisons of outcomes when you started and finished. (150-word limit)

If you are no longer in this role, share the reason you left this position. (100-word limit)

AWARDS AND RECOGNITION
Describe any relevant awards, recognition, or other achievements.

LANGUAGES
For each language, complete the following:
Language: _____

Speaking Proficiency:	☐ Low	☐ Moderate	☐ High
Reading Proficiency:	☐ Low	☐ Moderate	☐ High
Writing Proficiency:	☐ Low	☐ Moderate	☐ High

Other Languages (if applicable) _____

Please provide three (3) references who may be contacted to verify elements of this application including, but not limited to, assertions of experience, credentials and qualifications in addition to providing information on previous performance and capabilities. References provided should not be related to the applicant. ***At least one reference should be from your current or recent supervisor.***

For each reference, complete the following:

First Name:* _____

Last Name:* _____

Title: _____

Relationship:* _____

Email:* _____

Address :* _____

City: _____ State: _____ Zip Code: _____

Country: _____

Phone: _____

From:* _____

To:* _____

ESSAYS

Thank you for your interest in leading an Omaha Public School! We are looking for exceptional principals with the skills needed to successfully lead our schools and prepare every student for success. To support our screening and selection process, we would like to hear about specific experiences in which you led others and achieved gains for students. ***Please carefully review and fully respond to each question, including all sub-bullets.***

Essay 1 (500 words or less)
Describe a time when you developed and implemented an initiative that resulted in student achievement gains. (The example could range in scope from an initiative that you implemented in your classroom to a school-wide program.) In your response, address the following:
- Student performance when you started the initiative
- Specific, measurable student performance results/outcomes related to this initiative
- Specific instructional strategies you used (or helped your teachers use), including:
  - Your rationale for selecting those strategies
  - How you met the needs of your students
  - Any adjustments you made along the way to help your students achieve the goals
- Lessons you learned throughout the initiative

Essay 2 (250 words or less)
Describe a time in your professional experience when you encountered a challenge, resistance or failure when leading a group of adults (e.g., co-workers, peers, direct reports, etc.). In your response, address the following:
- Your specific role and goals
- What challenge, resistance, or failure you encountered and why
- Specific strategies and action steps you took to address the challenge, resistance or failure
- Specific results/outcomes related to your response and strategies
- What you learned from this experience that you would apply to your work as principal

Please note: You may choose an experience when you were in a formal or informal leadership role.

[blank box]

Essay 3 (*250 words or less*)
Describe a time when you led a group of adults over a period of time to accomplish a goal. In your response, address the following:
- The team's goal and outcome with respect to the goal
- Your role in the group
- Specific strategies you used to work with and engage team members
- How you held others accountable to reach the goal
- What you learned from this experience, and as a result, what you have done or would do differently next time

[blank box]

BACKGROUND
Background checks will be run AFTER determining that minimum employment qualifications have been met.

Have you ever had a professional certificate revoked or suspended? * ☐ Yes ☐ No
If yes, please explain:

[blank box]

Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from employment of another school district? * ☐ Yes ☐ No
If yes, please give the name of the district, the date and the reason for the resignation or termination:

[blank box]

TERMS AND AGREEMENT
Background checks will be run AFTER determining that minimum employment qualifications have been met.

I authorize my listed references, current and past employers and educational institutions, and anyone else who has information about my work history, education qualification, or fitness to provide such information to Omaha Public Schools. I release the school district and all persons providing this information to the school district, from any liability whatsoever for obtaining and providing that information, regardless of the results.
☐ Yes ☐ No

Indicate you have read and agree to these terms by placing both your INITIALS and DATE in the text box below.

[blank box]

The Omaha Public Schools is an equal opportunity/affirmative action employer.

Applicants who are offered employment with Omaha Public Schools will be required to successfully complete an employment, education, and criminal background check.

Once submitted, the application and all supporting documentation is the property of Omaha Public Schools.