

ADMINISTRATOR

Application Process

In order to apply for the positions of Administrator (*Principal, Assistant Principal, Director, etc*) kindly complete the below information and forward this information to:

**Sara E. Klimek, Chief Human Resources Officer
Human Resources Department
929 York Street
Utica, New York 13502
(315) 792-2249**

- **Letter of interest**
 - **Completed Application**, including:
 - ✚ Reflection (one page, double spaced)
 - **Resume**
 - **Copy of Certifications**
 - **Career Placement File and/or Three (3) Letters of Reference**
 - **Transcripts**
- ❖ **Please note** that the application needs to be completed in its entirety. - Do not indicate “See Resume”.