



STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
RECOVERY SCHOOL DISTRICT
1641 POLAND AVE., NEW ORLEANS, LA 70117
1-877-343-4773 • www.rsdl.net



Guide to Administrator Application Process

The Recovery School District of New Orleans is looking for highly effective candidates who have demonstrated experience working in urban elementary and high schools with proven ability to increase student academic achievement.

RSD is now accepting applications for administrator positions for the 2010-11 school year. Below is a detailed explanation of the steps and requirements for applying for a position as a Principal, Assistant Principal or Co-Principal at an RSD school.

Process and Requirements for Administrative Candidates

1. Submit, via email to HR@rsdla.net the following items: *(please include your name, and "administrator application" in the subject line)*
 - Resume or Curriculum Vitae
 - Cover Letter *(300 word maximum)*
 - Three (3) Professional References: names, contact information, relationship to applicant, current title and employer *(one reference must be current employer)*
 - Two (2) essays responding to the following statement: *The Recovery School District is fully committed to the belief that all students can learn at high levels.*
 - I. Please describe what the above statement means to you. *(150-200 words)*
 - II. Specifically, describe how you will work with your leadership team, instructional staff, and building staff to ensure that all students in the building learn at high levels. *(150-200 words)*
2. Obtain a valid administrator's certificate in the state of Louisiana by July 1, 2010. Applicants will be expected to produce proof of administrator's credentials during the interview process. If an applicant's credentials are pending at the time of the interview, he/she must show proof from his/her certifying agency that the applicant will hold a valid administrator's credential by July 1, 2010.

Please note: All applications will be reviewed on a rolling basis. The process consists of an initial review, a phone screen, and an in-person interview. Applicants will be notified of their status as necessary.

For questions about the process, contact RSD Human Resources at HR@rsdla.net or 504-373-6200 ext. 20119.

"Rebuilding New Orleans Through Education"