Joe Kimmel**,** *Superintendent* 

Tabitha Piel, *Principal*

Prairie School District – RE 11 J

42315 WCR 133

New Raymer, CO 80742

970-437-5351 and Fax 970-437-5732

Thank you for your request for information about employment in Prairie School District RE-11J. We are pleased to respond with the enclosed materials, and we look forward to the opportunity to consider you for employment upon receipt of the necessary applicant information.

In order for us to consider you for employment, we ask that you have on file in this office the following:

* Completed application
* Current resume
* Credentials, placement file, or 3 current letters of reference
* Undergraduate and graduate transcripts (unofficial copies are sufficient for applicants; official copies must be submitted upon employment)
* Response to enclosed set of questions
* Colorado teaching certificate/license (or statement of status of application to the Colorado Department of Education.)

Mail all of the above items to: Prairie School District

42315 WCR 133

New Raymer, CO 80742

Alternatively, you may email completed application materials to kholloway@prairieschool.org

Applicants with completed files are given first consideration for a possible interview. You are welcome to call the District Office at any time to ascertain the status of your application and/or of a specific position.

Applicant files are destroyed as of December 31 of each year. If you wish your file to remain active beyond that date, we ask you to notify the office in writing.

Thank you for your interest.

Sincerely,

Prairie School Administration