



# NORWAYNE LOCAL SCHOOL DISTRICT



Superintendent  
Kevin Leatherman  
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350 SOUTH MAIN STREET  
CRESTON, OHIO 44217  
(330) 435-6382  
FAX (330) 435-4633  
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Treasurer  
Nicole Peters  
npeters@norwayne.net

*"Providing excellence that stands the test of time."*

## BOARD OF EDUCATION

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## NORWAYNE HIGH SCHOOL

DOUGLAS ZIMMERLY  
Principal  
350 S Main St  
Creston, OH 44217  
(330) 435-6384

## NORWAYNE MIDDLE SCHOOL

DAVID DREHER  
Principal  
350 S Main St  
Creston, OH 44217  
(330) 435-1195

## NORWAYNE ELEMENTARY

VINCE SETTE  
Principal  
NICOLE McQUATE  
Assistant Principal  
286 S Main St  
Creston, OH 44217  
(330) 435-6383

## TRANSPORTATION COORDINATOR

LORI WEINMAN  
161 S Main St  
P O Box 4443  
Creston, OH 44217  
Phone (330) 435-1141  
Fax (330) 435-6478

To: Non-Teaching Supplemental Contract Applicants  
From: Superintendent Kevin Leatherman, Norwayne Local Schools  
Re: District Employment Requirements

To be considered for a supplemental position with Norwayne Schools, applicants need to submit the following:

- A completed application form that includes an up-to-date resume detailing your employment, training, coaching experience, etc.;
- Copies of any certificate(s) and/or any license(s) regarding qualifications;
- Three references from persons in a position to attest to your character, performance, etc. Please include, titles, addresses and telephone numbers.

Upon being hired by Norwayne Schools, applicants will need to provide the following:

- Documentation of a criminal record check (BCI fingerprinting)
- A current Pupil Activity Validation Certificate and documentation of CPR and Sudden Cardiac Arrest training. Please contact the Athletic Director for additional information on these requirements.

The following documents must be obtained from and/or submitted to the Treasurer's Office:

- A signed copy of your supplemental contract
- Federal Withholding Allowance Certificate (W4)
- State Withholding Exemption Certificate (IT-4)
- Employment Eligibility Verification (I-9) – complete section one – *(please note you will need to provide your driver's license and social security card)*
- STRS/SERS membership form
- Norwayne Local Time Sheet (provided by the Treasurer's Office)

Please note that you will not be paid the supplemental stipend until all above information has been provided.

If you have any questions regarding the aforementioned, please feel free to contact the Superintendent at 330-435-6382.

suppleapplreq

Norwayne Local Schools  
Supplemental Contract Position

Date of Application \_\_\_\_\_

Position being applied for \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Educational Information

High School graduate? \_\_\_\_\_ If yes, from \_\_\_\_\_

College Degree(s)? \_\_\_\_\_ If yes, from \_\_\_\_\_

Other education/training? \_\_\_\_\_ If yes, explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Previous Experience and/or Coaching Experience

Dates from:	To:	Employer(s)	Position(s) Held
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

References

Please list three (3) persons, who are not related to you by blood or marriage, who will act as character references and are capable of identifying and speaking to your qualifications.

	Name	Address	Telephone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I certify that the information supplied in this application is, to the best of my knowledge, correct.

Signed \_\_\_\_\_

Please return completed application to:

Superintendent Kevin Leatherman  
Norwayne Local Schools  
350 South Main St  
Creston, OH 44217

Telephone: 330-435-6382

Email: keleatherman@norwayne.net

The Norwayne Local School District does not discriminate on the basis of race, color, religion, sex, national origin, disability (ADA), age or veteran status in employment, programs, or against individuals receiving services.

Revised 4/23