

ORCUTT Union School District Where a Dedicated Staff Means Kids Come First

BOARD OF TRUSTEES
SHAUN HENDERSON
LISA MORININI
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HOLLY EDDS, Ed.D.
District Superintendent
SANDRA KNIGHT
Assistant Superintendent
JOE DANA
Assistant Superintendent
SUSAN SALUCCI
Assistant Superintendent

Dear Applicant:

RE: APPLICATION FOR ADMINISTRATIVE POSITION

Thank you for the interest you have shown in the Orcutt Union School District. In order to be considered for an opening, we ask that you submit the following items to the **Orcutt Union School District**, **Human Resources**, **500 Dyer Street**, **Orcutt**, **CA 93455**.

 Application for Employment
 Cover Letter (address to: Susan Salucci, Assistant Superintendent/Human Resources)
 Current Resume
 Three (3) Current Letters of Recommendation
 Three (3) Personal References w/ Cell Phone Numbers
 Copy of California Credential(s)

It is the responsibility of the applicant to assure that his/her application file is received by the District. Only those candidates whose application files are complete will be considered. Upon selection, proof of American citizenship or right to work legally in the United States and background check will be required.

For information regarding the District, check our web site at: www.orcutt-schools.net. If you have any questions, please do not hesitate to contact the Human Resources Office at 805-938-8914.

Sincerely,

Susan Salucci

Assistant Superintendent

Human Resources

ORCUTT UNION SCHOOL DISTRICT & CHARTER ACADEMY • 500 DYER STREET • ORCUTT, CA 93455

APPLICATION FOR ADMINISTRATIVE EMPLOYMENT

Addı		First Name)		(Middle Nar	ne)		(Other Nam		(Last Name) ()	
Ema	il Address:							Cell:	()	
Soci	al Security I	urity No (Optional):Total years experience								
POS	ITION(S) F	OR WHICH	YOU ARE APPLYING:				,	☐ High School	☐ Administrative	
Princ	cipal:	Vice	Principal:	Other: _						
Do y	ou speak, r	ead, or write	any language other than I	English?	□Yes	s 🗆 No	If yes, which I	anguage(s)?		
CAL	IFORNIA C	REDENTIAL	S NOW HELD: Type						Expires	
		-l	Туре		D.L. (A)					
Nam	e of CA cre	dential applic	ed for:					Date of Appl	ication	
TEA	CHING and	ADMINIST	RATIVE EXPERIENCE:	(List last po	osition firs	t. If more tha	an five years, l	ist positions for last five ye	ears)	
Type	From To Position		s	School		District	Di	District Address		
COL	LEGE OR I	JNIVERSIT	Y EDUCATION.						111	
Name and Location of Each Institution Attended					То	Date	Degree	Major(s)	Minor(s)	
Numb	er of seme	ster units of	graduate work beyond BA	or BS	(1 (Quarter Unit	t = 2/3 Seme:	ster Unit)	- 1	
		CONTRACT WILL	nces other than letters o					UNICOLOR DE LA COLOR DE LA COL	(Include only those wi	
1 1010	vledge of y	our teachir	ng experience: e.g., su	perintende	ents, prin	cipals, supe	ervisors, and	student teaching mas	ter teachers).	
knov	Name Posit		Position		Address					
knov										
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The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in the educational programs or activities which it operates.

I HEREBY CERTIFY that all statements made hereon are true and correct to the best of my knowledge, and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

· AN EOUAL OPPORTUNITY EMPLOYER ·



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BOARD OF TRUSTEES

BP 4119.11(a) BP 45219.11(a) BP 4319.11(a) SEXUAL HARASSMENT

The Board of Trustees prohibits sexual harassment of district employees. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. This policy shall apply to all district employees and, when applicable, to interns, volunteers, and job applicants.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

- 1. Providing training to employees in accordance with law and administrative regulation
- 2. Publicizing and disseminating the district's sexual harassment policy to staff
- 3. Ensuring prompt, thorough, and fair investigation of complaints
- 4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, shall immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

Complaints of sexual harassment shall be filed in accordance with AR 4030 Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint. Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

For further information or to file a complaint, please contact:

Susan Salucci

Assistant Superintendent, Human Resources

Discrimination/Equity & Title IX Compliance Officer 500

Dyer Street, Santa Maria CA 93455

805-354-3028 ssalucci@orcutt-schools.net