



ORCUTT Union School District

Where a Dedicated Staff Means Kids Come First

BOARD OF TRUSTEES

SHAUN HENDERSON

LISA MORININI

LIZ PHILLIPS

MARK STELLER

MELANIE WAFFLE

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



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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