

ORCUTT Union School District

Where a Dedicated Staff Means Kids Come First

BOARD OFTRUSTEES
SHAUN HENDERSON
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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.

	Complete 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								
_	<u>Transcripts</u>								
	Proof of Valid 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

1.	PERSONAL: (Type or Print)										
	(First Name) Address:				(Middle Name)			(Other Na		(Last Name) e: ()	
	Email	Address:							Celi:	<u> </u>	
	Social Security No (Optional):							To	otal years experience		
2.				CH YOU ARE APPLYING:	□ Eler	mentary	□ Juni	ior High	☐ High School	☐ Administrative	
	Princi	pal:	Vi	ice Principal:	Other: _						
	Do yo	u speak, r	ead, or wr	ite any language other than E	nglish?	□Ye	s □No	if yes, which	language(s)?		
3 .	CALII	FORNIA C	REDENT	TALS NOW HELD: Type						Expires	
	Type Type Name of CA credential applied for:									Expires	
4.	Has y <i>(If yo</i>	our creder <i>u answer</i>	ntial ever t	peen suspended or revoked? I, explain in writing the circles ISTRATIVE EXPERIENCE:	☐ Yes sumstance	□ N es and at	o tach the sta	itement to ti	his form.)		
ת	Type From To Position			s	ichool		District		District Address		
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<u> </u>	varne	and Loca	auon oi E	acii insutuuon Attenoeu	Prom	70	Date	Degree	Major(s)	minor (s)	
			 								
7. F	rofes	sional/Pen	sonal refe		recomme	ndation.	Please inclu	ide a person	al cell number or ema	il. (Include only those who had	
	knowledge of your teaching experience: e.g., sup Name Position				Jerimena e	,,, pr	icipais, sup	aster teachersy.			
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		· A	ia equa	OPPORTURITY EMPLOYE	R•						
REV	1/18					(SIGN	ATURE OF	APPLICANT	· · · · · · · · · · · · · · · · · · ·	(DATE)	



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District Superintendent

JOSEPH DANA
Assistant Superintendent
SUSAN SALUCCI
Assistant Superintendent
SANDRA KNIGHT, Esq.
Assistant Superintendent

BP 4119.11(a) BP 4219.11(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 districts employees or other persons who complain, testify or otherwise participate in 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.

Complains 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 Office

500 Dyer Street, Orcutt, CA 93455

(805) 938-8909 ssalucci@orcutt-schools.net