

Contact: Linn Willhite
(760) 753-6491 x5503
JOB HOTLINE
(760)753-8991

TO: ADMINISTRATIVE APPLICANTS

FROM: Ms. Terry King
Associate Superintendent, Human Resources

SUBJECT: APPLICATION PROCEDURES

I want to thank you very much for your interest in an administrative position in the San Dieguito Union High School. If you are interested in being considered as a candidate for an administrative position, you will need to ensure that the district has a complete application packet. **A complete application packet must include the following items:**

1. Completed district application form.
2. Cover letter stating what type of position you are interested in
3. Copy of valid California credential(s) and English Learner Authorization.
4. Up-to-date resume
5. At least three (3) letters of recommendation related to your work experiences in the classroom and/or your College Placement File, which will include such letters (Please request that this Placement File be forwarded to the district)
6. Copy of CBEST (if applicable, see attached letter)
7. Photo copies of transcripts

Your application will be kept on file for one school year, unless you update and request that it be kept for a longer period. However, to be considered for any future advertised openings, you must notify the Certificated Personnel office that you are interested in being considered for a position. Please call our Job Hotline at (760)753-8991 for current job openings. We usually advertise a position for two to three weeks.

We will not accept any faxed or electronically sent applications.

Thank you once again for your interest in our District. If you have further questions, please do not hesitate to call (760)753-6491, Ext. 5503.

4. TEACHING EXPERIENCE. (List last position first. If not for more than five years, list student teaching experience. Indicate type (Reg., Sub., St. Teaching)

TYPE	DATES (From) (To)		GRADES & SUBJECTS	SCHOOL	DISTRICT	DISTRICT ADDRESS

5. **SUPPLEMENTAL DATA:** (if you answer "yes" to questions a-d, please attach a statement of explanation.)
- a. Has your credential ever been suspended or revoked? Yes ___ No ___
 - b. Have you ever been dismissed from any teaching position? Yes ___ No ___
 - c. Have you ever been convicted of anything other than a minor traffic violation? Yes ___ No ___
 - d. Are there any restrictions to your being able to accept employment in this District? Yes ___ No ___
(i.e. immigration, availability, currently under contract)
 - e. Can you, after employment, submit verification of your legal right to work in the U.S.? Yes ___ No ___
(i.e. Social Security Card; Drivers License; Birth Certificated; Passport: Other)

6. **OTHER SKILLS/INTERESTS:**
- a. Are you interested in coaching or sponsoring other extracurricular activities? Yes ___ No ___
If so, which activities: _____
 - b. Are you fluent in any foreign language(s)? Yes ___ No ___
If so, which language and level of proficiency: _____

7. **PERSONAL REFERENCES:** (Those who are best qualified to know of your work professionally, i.e. Administrators, Department Heads, College Professors, etc.)

NAME	COMPLETE MAILING ADDRESS	TELEPHONE	POSITION

8. **ADDITIONAL COMMENTS.** Please feel free to document special awards, personal involvement or other endeavors considered by you as significant when you are being considered as a candidate.

9. The following will be required prior to application deadline: completed application form, cover letter, Copy of California credential(s), up-to date resume, 3 letters of recommendation or placement file, copy of CBEST, copies of transcripts.

10. It shall be the policy of the policy of the San Dieguito Union High School District to prohibit Discrimination or harassment on the basis of sex, disability, race, color, national origin, religious creed, age, marital status, sexual orientation in the educational programs and activities which it operates.

11. 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.

Signature of Applicant Date

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

Administrator Application
Supplement

Name: _____ Date: _____
 Last First M.I.

A. Administrative Experience (List last position first)

Dates From To	Position	Grade Level	School	District/Address

B. Directions: Please answer each of the questions given below as best you can.
The space provided should be adequate, but if more space is
needed, attach additional pages.

1. What do you want to accomplish as a site administrator?

2. Please describe your experience as it relates to the evaluation of the teaching-learning process.

3. What do you see as the major role of a site administrator?

4. As a site administrator, how would you ensure a positive school climate for all students?

5. Describe your administrative leadership style.

6. Describe any new instructional or curriculum practices that you have participated in implementing in your school in the past two years.

CALIFORNIA BASIC EDUCATIONAL SKILLS TEST
(CBEST)

The California Legislature passed a law in 1982 which requires all newly employed teachers to have passed the CBEST. This law went into effect on February 1, 1983.

The San Dieguito Union High School District will not employ a certificated person on a permanent, temporary or substitute basis unless that person has passed the basic skills proficiency test, (CBEST).

EXCEPTION:

The District may hire a person who has not taken and passed the CBEST in the following circumstances:

1. A person who has been employed in a public school within the last 39 months in a substitute, temporary, or a regular position and who holds a valid California teaching credential.
2. An adult school applicant with a Designated Subject credential to teach in a non-academic subject.

APPLICANT'S STATEMENT
(Required to Complete Employment Application)

NAME: _____

_____ I am not required to pass the CBEST because I have been employed by a public school within the last 39 months and hold a valid California teaching credential.

_____ I have taken and passed the CBEST and a copy of my verification of passing score is attached.

_____ I will take the CBEST and send a copy of my verification of passing score to the certificated personnel office.

Signature of Applicant: _____ Date: _____

For information regarding the CBEST, please contact the Educational Testing Services at:

CBEST Program
P. O. Box 340880
Sacramento, CA 95834-088
(916) 928-4001

OFFICE USE ONLY

Verified and certificate attached _____
Date By