

Los Alamitos Unified School District

10293 Bloomfield Street Los
Alamitos, California 90720
562-799-4700

Dear Applicant:

The application process for administrator positions with the Los Alamitos Unified School District is outlined below. We require a completed application before consideration of your candidacy and request that all materials be submitted at the time of the initial application to the District in the following order:

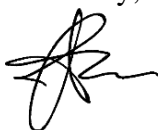
1. Complete "Administrator Employment Application" form
2. Answers to Supplemental Application Questions
3. Cover letter outlining your interest and qualifications for the position
4. Resume
5. Proof of Education (copy of diploma or transcripts)
6. Copies of your valid credential(s). If you have applied or are eligible for a California credential and have not received it, please furnish written verification of your application.
7. Three letters of recommendation, dated within the last year

Only complete application packets will be accepted. No mailed or faxed applications accepted

If you have questions about our application form and/or selection process, please contact Celeste Arellano at (562) 799-4700, ext. 80433.

Please e-mail completed application packet to Celeste Arellano at: carelano@losal.org by December 20, 2021 at 4:00 pm (PST). No late or incomplete applications will be accepted.

Sincerely,



Joe Fraser, Ed.D.
Assistant Superintendent Human Resources

Equal Opportunity Employer/Non-discrimination Policy:

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, sex, sexual orientation, gender/gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person/group with one or more of these actual or perceived characteristics.



LOS ALAMITOS UNIFIED SCHOOL DISTRICT

Los Alamitos Unified School District is an Equal Opportunity Employer

HUMAN RESOURCES ADMINISTRATOR EMPLOYMENT APPLICATION

10293 Bloomfield St
Los Alamitos, CA 90720-2200

Instructions: Mail or drop-off the following in the order indicated to the above address:

1. Administrator Employment Application
2. Answers to Supplemental Questions
3. Cover letter
4. Resume
5. Proof of education
6. Three letters of recommendation
7. Copy of current appropriate credential(s)

Name _____
Last First MI AKA

Permanent Address _____
Number Street City State Zip

Email _____

Phone Numbers _____
Home Work Cell

APPLYING FOR:

- Administrator Currently Advertised Position: _____
- Counselor
- Psychologist

Are you bilingual? Yes No If yes, what language? _____

Have you passed CBEST? Yes No

I am available for employment starting on the following date: _____

List the individuals you are using as references (not relatives).

References	Current Position/Relationship	Present Work/Home Address	Phone Number

ACADEMIC PREPARATION

Degree	Month/Year	College/University	City/State	Major	Minor

PROFESSIONAL EXPERIENCE: List last position first. "Type:" full-time (FT), part-time (PT), substitute (S).

Type	Name of School	School District	City, State	From To		Position
				Mo/Yr	Mo/Yr	

CREDENTIALS/CERTIFICATES/PERMITS

Please list title as shown on your credential. List any permits.

Title	Supplemental/Added Authorization	Expiration Date

- Crosscultural Language and Academic Development (CLAD) or embedded EL authorization
- Certificate of Completion of Staff Development (CCSD)
- Bilingual Crosscultural Language and Academic Development (BCLAD)
- Bilingual Certificate of Competence (BCC) or Language Development Specialist (LDS)

Is your credential registered at the Orange County Department of Education? Yes No

Please fill out the following if you are eligible for an Out-of-State Certificate.

(Please include a copy of your out-of-state certificate.)

Do you have a letter of issuance for a California Credential that is being issued to you? Yes No

Name of state you hold a certificate for: _____ Grade

and/or subject area(s) authorized: _____

Did you complete a teacher or intern preparation program and student teaching with a grade of "C" or better?

Yes No If yes, please include copies of transcripts.

PERSONAL DATA

The following information is **REQUIRED** for your application to be considered. Your answers will not necessarily disqualify you from consideration, except for affirmative responses to certain enumerated sex and/or drug convictions and/or convictions for committing serious and/or violent felonies. Explain all "Yes" answer in the box below the questions.

1. Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury. (*Note: Exclude convictions related to the use of marijuana that are over two years old.*)
 Yes No

If "Yes," list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code Section 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7(c). *California Labor Code section 432.8 prohibition on asking about marijuana convictions does not apply to Health and Safety Code section 11359 (possession of marijuana for sale) and Health and Safety Code section 11378 (possession of a specific controlled substance). These convictions must be disclosed.*

2. Can you perform the essential functions of the position for which you are applying, with reasonable accommodations?
 Yes No
3. Have you ever been dismissed or asked to resign from any position? Yes No
If "Yes", please explain.

4. Do you have the legal right to live and work in the United States? Yes No

ACCOMMODATIONS

This school district/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, genetics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application been made

If you need a reasonable accommodation to participate in the hiring process, Los Alamitos Unified School District will provide you with one upon notice.

AUTHORIZATION AND CERTIFICATION

My submission of this application authorizes the school/district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district/County Office and reference source (except in relation to prior contractual agreements, public policy, legal/labor/education code, former employers and their agents or employees, as provided by law) from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local law enforcement agencies, information from the Central Criminal Records Exchange or either data on all criminal convictions or certification that no data on criminal convictions are maintained, information from the California or other State Department of Social Services Child Protective Services Unit and any locality to which they may refer for release of information to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.

Signature

Date

Applicant's Name

Why do you want to work in the Los Alamitos Unified School District? _____

How did you learn of this job opening? (If newspaper ad, please state which paper.) _____

I certify that the above is a complete and accurate statement, to the best of my knowledge and belief. I understand that any false statements will subject me to disqualification or dismissal, and that I will be required by law to be fingerprinted, to have a TB test and to sign a loyalty oath.

Signature

Five (5) points will be added to the written exam score for veterans who take open competitive exams. Proof of qualifying military service, as provided by Rule 40.100.6, must be submitted with the candidate's application.



Los Alamitos Unified School District

Office of the Personnel Commission
Igniting Unlimited Possibilities For Students!

COMMUNICATIONS AND PUBLIC INFORMATION OFFICER

Thank you for your interest in employment as the Los Alamitos Unified School District's Communications and Public Information Officer. In order to assist us in identifying the candidates most likely to be successful in our examination process, we ask that you answer the following three supplemental questions.

Supplemental Essay Questions:

- 1. What steps have you taken to maintain good relations with news media? What do you do to maintain strong working relationships with reporters and editors?*
- 2. Tell us about your experience directing market research activities to keep abreast of changing demographics and other relevant issues in order to evaluate marketing and communication activities and to monitor emerging issues.*
- 3. How has the trend towards greater transparency in public agencies affected public relations?*

Please answer each question completely. For each of the questions, please limit your response to a page or less per question (*Times New Roman or Arial font size 12*). Incomplete, illegible or vague responses greatly reduce the likelihood of your successful candidacy.

It obviously takes thought and work to present this information about yourself fully and clearly. Please do not substitute a resume reference as a response to any question. While you are welcome to submit your resume as an adjunct to your application, it may not substitute for your response to the specific questions contained in this Supplemental Application. It is to your distinct advantage to invest your time and effort in order that we may thoroughly understand and evaluate your candidacy for the Communications and Public Information Officer position.

Please attach your Supplemental Application response, together with the completed **District Administrator Employment Application**, to us as soon as possible. The job posting will close on December 20, 2021 at 4:00 pm (PST)

Thank you again for your interest in Los Alamitos Unified School District.

Best regards,

Joe Fraser , Ed.D
Assistant Superintendent of Human Resources