

## **NOTICE TO CERTIFICATED APPLICANTS**

### **Employment Application:**

In order to be considered for employment with the Glendora Unified School District, please complete an Employment Application form with the Personnel Office before the **Closing Date of Application** as shown on the front of this vacancy announcement. It will be necessary for you to complete a separate application form for each job for which you are applying.

### **Complete Application:**

To be considered for employment with the District your application form should be complete, accurate and correct. The required materials for a complete application are listed on the front of this vacancy announcement under **Necessary Materials for Application**. The submission of an incomplete application form may be grounds for disqualification from the selection process. If you are employed by the District and we later find that the information submitted on your application form was false and/or incomplete, you may be discharged from employment.

### **Supplementary Application:**

Some positions require that you file a Supplementary Application form. If the position for which you are applying requires a supplementary application it will be listed under the Necessary Materials for Application on the front of this vacancy announcement.

### **Background Investigation:**

Offers of employment are conditional pending the satisfactory completion of a background investigation which will include contacting former employers. All applicants with a record of convictions for offenses, other than minor traffic violations, would file a conviction record statement. A record of conviction will not automatically disqualify you from employment, but failure to list all convictions may result in disqualification or dismissal. Pre-employment inquiries concerning an applicant's disability will not be made. However, all offers of employment are contingent upon the individual having the ability to perform the essential duties of the job.

### **Tuberculosis Certificate:**

If employed, the Education Code requires that you submit a medical certificate showing that you are free from active tuberculosis within the past sixty (60) days unless previously employed in another California school district and then within the past four (4) years.

### **Mandated Reporter Training:**

Please be advised that the state of California now requires that all school employees receive annual training on the identification and reporting of child abuse and neglect. This requirement must be fulfilled prior to the beginning of employment.

### **Sexual Harassment Prevention:**

As required by the state of California through the recently enacted SB 1343, all nonsupervisory employees will be required to complete training specific to sexual harassment prevention. Once completed, this training will need to be completed every other year.

### **Employment Eligibility Verification:**

Public Law 99-603 (Immigration Naturalization and Control Act of 1986) requires that all employees employed after November 6, 1986 provide proof of work eligibility. Therefore, if employed, be prepared to present appropriate documentation verifying identity and ability to work legally in the United States.

### **Drug-Free Workplace:**

It is the objective of the Glendora Unified School District to provide a drug-free workplace. Any applicant for district employment and all district employees are expected to behave in accordance with this objective because the illegal use of drugs or controlled substances is inconsistent with the laws of the State of California, district policy, and the special trust placed in public servants.

### **Loyalty Oath:**

All employees are required to sign a loyalty oath to the United States Constitution. This loyalty oath is administered at the time of employment.

### **Equal Opportunity:**

We are an **Equal Opportunity Employer**. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Employment acceptance or rejection is based on job-related qualifications.

### **Probationary Period:**

All certificated employees are required to pass a two (2) year probationary period prior to gaining permanent status.

### **Sick Leave:**

Sick leave is accumulated at the rate of ten (10) days per year for full time employees. Unused accumulated sick leave may be transferred from another California school district or County Office of Education.

### **Insurance:**

Group insurance programs are available to eligible employees. Regular full-time employees are eligible for district paid medical, dental, vision and term life insurance for the employee. The Employee and the District both contribute toward the premium for this insurance coverage.

### **Retirement:**

Retirement benefits are provided by membership in the California State Teachers Retirement System (STRS). The District and the employee both contribute toward the employee's retirement benefits. Current members of Public Employment Retirement System (PERS) may continue with that retirement system while serving in a certificated position in the District.

### **Work Year:**

The length of the work year for the position advertised is shown on the reverse of this announcement. Regular teachers serve a 184 day work year. Certificated Employees who begin late and/or do not serve the entire stipulated work year for their position will receive a pro-rated salary based on the number of days served.

### **Salary Schedule Placement:**

Effective with the 2012-2013 school year, new employees will be granted a maximum of ten (10) years credit according to their training and experience within the field. Experience credit may be given for private schools and/or foreign teaching provided to the teacher during the college course work taken after the date of the Bachelor's degree. For initial placement, lower division semester units will be evaluated for suitability. A yearly stipend is paid for an earned doctorate degree that meets the district criteria.

### **CLAD Certification:**

Teachers and speech language specialists with special class authorizations that teach are required to hold a CLAD authorization upon employment. Questions concerning this requirement and the availability of training should be directed to the Personnel Office.

### **Association Membership:**

Certificated employees other than management are required to pay a membership fee to the Glendora Teachers Association or an agency fee of a like amount.

### **California Teaching/Service Credential:**

At the time of your first date of paid service you are required to possess a valid California credential authorizing service in the position for which you were employed. Your valid California teaching/service credential should be registered by the Los Angeles County Office of Education.

### **Questions or Additional Information:**

If you have questions regarding these provisions or any part of the application/selection process, do not hesitate to contact the Personnel Office at (626) 963-1611, ext. 1101. Thank you for considering the Glendora Unified School District as a prospective employer.