

ADMINISTRATIVE APPLICANT REQUIREMENTS

To apply you must submit your **application online here** and upload the required documents.

- Current Resume
- Three original letters of reference
 - a) Current (within one year)
 - b) One reference letter must be from current supervisor if position applied for is in another division/department
- Copy of current teaching credential
- Copy of current Administrative Service Credential or Original C-19 Letter from requesting college or university
- A letter of interest stating your qualifications and experiences related to the position for which you are applying

NOTE: ONLY A COMPLETE APPLICATION PACKET WILL BE ACCEPTED.

Based upon a review of the application and supportive information, the most suitable applicants will advance to a preliminary interview. Preliminary interviews are conducted through the division of Human Resources (or designee) and are scheduled in accordance with District needs. The interview will cover experience, education and general ability to perform the duties of the position. If you are selected for a preliminary interview, the Human Resources office will contact you to schedule an appointment.

Candidates who have completed a preliminary interview and have been highly rated will be placed on the list submitted to the designated administrator for a second interview as appropriate. The administrator makes the recommendation for selection to the Human Resources Department.

Applications are kept in an active file for one year. If you have any questions, please contact the Human Resources Department at (310) 639-4321, extension 55048.