

Teacher Application

GROSSMONT UNION HIGH SCHOOL DISTRICT
P. O. Box 1043, La Mesa, CA 91944 -1043
(619) 644 -8020 TDD/TTY (619) 644 -8132

Human Resources

Thank you for your interest in a certificated position in the *Grossmont Union High School District*. Please submit the following to complete your application:

1. Completed **Application, Applicant Supplement, Voluntary Applicant Survey Form (optional), Notice: California Basic Educational Skills Test (CBEST), Authorization to Release Information.**
2. **Copy of credential(s) or verification of eligibility for Credential(s).** If you are currently enrolled in a teacher training program and completing requirements for certification, please indicate on the application.
3. **Three (3) letters of reference and recent teaching evaluations, or College/University placement file.**
4. **Resume.**
5. **Copies (unofficial) of college or university transcripts.**

Please note: It is your requirement to submit your request for consideration for each available position you desire. It is the applicant's responsibility to maintain updated information in the Human Resources Department.

Teaching, counseling and administrative vacancies are listed on our 24-hour Job Line at **(619) 644 -8298**. You may also visit our website at <http://www.guhsd.net> and monitor the current opportunities by clicking on **Employment Opportunities**.

Your application will be kept on file for one year after receipt. Applications may be retained for longer periods if a request is received annually. Please keep this page for your information.

Teaching position interviews are arranged by the principal/designee at the school where the position has been advertised. Due to the availability of many qualified applicants, interviews cannot be guaranteed to every applicant. Applicants are encouraged to consider substituting in the District if contract positions are not available. Substitute applicants are interviewed at the District Human Resources Office.

Certificated position contracts are contingent upon the ability of the applicant to secure the proper California credentials. Verification that the applicant has met the requirements of California certification may be a letter from a commission-approved teacher training college or university, or written verification from the Commission on Teacher Credentialing. Information regarding California teaching credentials may be obtained by writing or calling:

Credential Section
San Diego County Office of Education
6401 Linda Vista Road, Room 404
San Diego, CA 92111
(858) 292-3581
Website: <http://www.sdcoe.k12.ca.us>

California Commission on Teacher Credentialing
State of California
P.O. Box 944270
Sacramento, CA 94244-2700
(916) 445-7254
Website: <http://www.ctc.ca.gov>

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Out of State Applicant Information

All applicants must be eligible for California teacher certification and fingerprint clearance is mandatory. Applicants who have completed an out-of-state teacher training program are eligible for a one-year California teaching credential.

Applicants who are hired in the District and have the one-year credential will be required to complete the following to renew the credential.

1. Successfully complete the California Basic Educational Skills Test (CBEST).
2. Successfully meet the subject matter requirement or meet the required score on the PRAXIS/SSAT Examinations for the particular subject area.
3. Enroll in an approved teacher training college or university and begin completing necessary course work for the California professional clear teaching credential. The required course work includes:
 - A. Health Education for secondary teachers
 - B. Computer course for secondary teachers
 - C. Special Education course for teachers -- Mainstreaming
 - D. The teaching of reading -- secondary level
 - E. Have completed or complete a course in political science or U.S. History to verify meeting U.S. Constitution requirement
4. Recommendation of a Commission approved college or university unless training and fifth year of college education completed outside of California.

The college or university has discretion of waiving these requirements if applicant has completed similar course(s) at another college or university.

Military Experience

Branch of Service: _____ Grade or Rank: _____

Work Experience — Other than Teaching or Military, including Relevant Volunteer or Nonpaid Experience (List in chronological order, with most recent experience first.)

From/To	Employer	City/State	Type of Work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Relevant Volunteer or Nonpaid Experience:

Where may we obtain your Placement File? _____

Name placement file originated under: _____ File No. _____

List three professional references (Administrators - Department Heads - College Professors - Supervising Teachers):

Name	Complete Mailing Address	Telephone	Position
_____	_____	(_____) _____	_____
_____	_____	(_____) _____	_____
_____	_____	(_____) _____	_____

Are you desirous of sponsoring (circle)
1) Annual; 2) School Paper; 3) Speech/Debate; 4) Drama; 5) Key Club; 6) Athletic Club; 7) Booster Club; 8) A.F.S.; 9) Drill Team;
10) Other (List) _____

Are you desirous of coaching? Assignments Preferred: _____

Have you ever been convicted of a crime? _____ If yes, describe in full (attach statement if necessary). _____

Person to be notified in case of accident or emergency:
Name _____ Complete Address _____ Phone No. _____

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.

I hereby certify that the statements above are true and complete to the best of my knowledge.

Signature Date

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High School District

COMMITTED TO EXCELLENCE
S I N C E 1 9 2 0

Voluntary Applicant Survey Form

Section 1233 of the California Government Code permits school districts to solicit from applicants and employees a voluntary declaration of their sex and racial/ethnic group membership. Information provided will assist the District in accurately compiling required statistical reports for federal and state agencies. A separate confidential file will be established for these forms, and none of the information will be used to discriminate against, or give preference, to any individual in any personnel transaction.

Please complete each item below:

Date: _____ Name: _____

Position Applying For: _____

Social Security Number: _____

<input type="checkbox"/> Female	<input type="checkbox"/> Asian	<input type="checkbox"/> Native American Indian Or Alaskan Native
<input type="checkbox"/> Male	<input type="checkbox"/> Black, African American	<input type="checkbox"/> Pacific Islander, Samoan
<input type="checkbox"/> Physically/Mentally Handicapped	<input type="checkbox"/> Filipino	<input type="checkbox"/> Caucasian (not of Hispanic origin)
<input type="checkbox"/> Other:	<input type="checkbox"/> Latino (Mexican or Spanish Descent, Puerto Rican, Central or South American, Cuban)	

HOW DID YOU LEARN OF THIS JOB?	
<input type="checkbox"/> Grossmont Human Resources Office	<input type="checkbox"/> Newspaper Ad
<input type="checkbox"/> Grossmont 24-Hour Job Hot Line	<input type="checkbox"/> Employee Referral
<input type="checkbox"/> Community Organization	<input type="checkbox"/> Cable TV
<input type="checkbox"/> College or University Placement Center	<input type="checkbox"/> Other _____ (Please Specify)

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Notice

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 *Grossmont 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, the CBEST.

Exceptions:

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

1. A person who qualifies for the one year nonrenewable emergency credential as determined by the Commission on Teacher Credentialing.
2. A person who has been employed in a California public school within the last 39 months in a substitute, temporary, or a regular position.
3. A person with a current valid California teaching credential may have up to one year to successfully complete the CBEST.
4. An adult school applicant for an apprenticeship program.
5. An adult school applicant with a Designated Subject credential to teach in a nonacademic 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 California school within the last 39 months.
- I have taken and passed the CBEST and a copy of my verification of a passing score is attached.
- I will take the CBEST on _____ and send a copy of my verification of a passing score to the Human Resources Office.

Signature of Applicant: _____ Date: _____

For information regarding the CBEST, please contact the National Evaluation Systems, Inc. at:
CBEST Program
P.O. Box 340880
Sacramento, CA 95834-0880
(916) 928-4001

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Nondiscrimination Policy

The Grossmont Union High School District Nondiscrimination Philosophy and Title IX, Prohibiting Sex Discrimination in Education, are being published and distributed in accordance with the adoption of the Title IX Amendment on July 21, 1975, of the civil rights Act of 1964.

Nondiscrimination Philosophy and Policy Statement

The Grossmont Union High School District is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of the Grossmont Union High School District that harassment is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions, will be on the basis of qualifications of the individual for the positions being filled regardless of Sex, Race, Color, Ancestry, Religious Creed, National Origin, Physical Disability (Including HIV and AIDS), Mental Disability, Medical Condition (Cancer), Age (Over 40), Marital Status and Denial of Family Care Leave.

To achieve the goals of our Nondiscrimination Program, it is necessary that each member of this District understand the importance of the program and his or her individual responsibility to contribute toward its maximum fulfillment. Each employee of the District making decisions affecting employment shall fully comply with the District's nondiscrimination policy.

Grossmont Union High School District will update and reaffirm this EEO Policy Statement annually.

Title IX Amendment

"No person in the United States shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any education program or activity, receiving federal financial assistance.

Legal Reference: Title IX Education Amendments of 1972,
Civil Rights Act of 1964"

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Authorization to Release Information

It is the policy of the Grossmont Union High School District to conduct reference checks for all candidates for employment.

Your signature below indicates your agreement with, and acknowledgment of, the following:

1. As an applicant for an employment position with the Grossmont Union High School District, I authorize my current and past employers and work associates, including but not limited to, supervisors, colleagues, and subordinates, to release to the Grossmont Union High School District any reference information in my personnel records or file (e.g. applications for employment, time and sick leave records, vacation records, performance evaluations), academic records (e.g. transcripts, certificates, credentials, etc.), and information related to my work-related personal characteristics (e.g. my character, dependability, honesty, integrity, ability to work under pressure, interpersonal skill, general physical ability, and reputation among coworkers).
2. I expressly and without reservation waive my right to review the information collected in the reference checks.
3. The Grossmont Union High School District will maintain reference information in strictest confidence and solely for the purposes of the recruitment for which I have applied, and information obtained during reference checks will not be provided to anyone outside the selection process.
4. A photocopy of this signed Authorization is to be considered valid as an original.
5. **In executing this authorization, I fully and completely release all present and past employers and their employees, the Grossmont Union High School District and its employees, and all other persons and entities from liability for any damage, including to the full extent allowed by law, liability under California Civil Code Sections 45 and 46 and California Labor Code Section 1054, or any similar laws or other states or political entities, which may result from furnishing information which I am permitting to be released by way of this authorization.**
6. **I have carefully read and understand all of the provisions of this authorization, and have voluntarily and without coercion or duress agreed to and signed this authorization.**

Candidate's Full Name (Printed)

Other Last Names You Have Used (if any)

Candidate's Signature

Date

GROSSMONT UNION HIGH SCHOOL DISTRICT
CERTIFICATED NONMANAGEMENT SALARY SCHEDULE, SCHOOL YEAR 2001-2002
 Effective July 1, 2001 (includes 4.1% increase)

Step	Class 1A	Class 1	Class 2	Class 3	Class 4	Class 5
1	\$35,540.69	\$39,558.00	\$39,558.00	\$39,558.00	\$40,622.69	\$44,004.55
2	\$35,540.69	\$39,558.00	\$39,558.00	\$39,558.00	\$42,317.06	\$45,699.21
3	\$37,236.19	\$39,558.00	\$39,558.00	\$40,622.69	\$44,004.55	\$47,390.21
4	\$38,923.82	\$39,558.00	\$40,622.69	\$42,317.06	\$45,699.21	\$49,081.21
5	\$40,622.69	\$40,622.69	\$42,317.06	\$44,004.55	\$47,390.21	\$50,776.30
6	\$42,317.06	\$42,317.06	\$44,004.55	\$45,699.21	\$49,081.21	\$52,470.38
7	\$44,004.55	\$44,004.55	\$45,699.21	\$47,390.21	\$50,776.30	\$54,158.02
8	\$45,699.21	\$45,699.21	\$47,390.21	\$49,081.21	\$52,470.38	\$55,853.23
9	\$47,390.21	\$47,390.21	\$49,081.21	\$50,776.30	\$54,158.02	\$57,540.29
10	\$49,081.21	\$49,081.21	\$50,776.30	\$52,470.38	\$55,853.23	\$59,238.61
11	\$49,081.21	\$49,081.21	\$52,470.38	\$54,158.02	\$57,540.29	\$60,930.16
12	\$49,081.21	\$49,081.21	\$54,158.02	\$55,853.23	\$59,238.61	\$62,624.55
13	\$49,081.21	\$49,081.21	\$54,158.02	\$57,540.29	\$60,930.16	\$64,315.96
14	\$49,081.21	\$49,081.21	\$54,158.02	\$59,238.61	\$62,624.55	\$66,006.69
15	\$49,081.21	\$49,081.21	\$54,158.02	\$59,238.61	\$62,624.55	\$66,006.69
16	\$49,081.21	\$49,081.21	\$54,158.02	\$59,238.61	\$62,624.55	\$66,006.69
17	\$50,156.21	\$50,156.21	\$55,233.02	\$60,313.61	\$64,124.55	\$67,506.69
20	\$51,231.21	\$51,231.21	\$56,308.02	\$61,388.61	\$65,624.55	\$69,006.69
23	\$52,306.21	\$52,306.21	\$57,383.02	\$62,463.61	\$67,124.55	\$70,506.69
26	\$53,381.21	\$53,381.21	\$58,458.02	\$63,538.61	\$68,624.55	\$72,006.69
29	\$54,456.21	\$54,456.21	\$59,533.02	\$64,613.61	\$70,124.55	\$73,506.69

Anniversary increments shall be awarded to teachers beginning their 17th, 20th, 23rd, 26th and 29th years of service credit. The anniversary increment is \$1,075 for Range 1A, 1, 2, and 3 and is \$1,500 for Range 4 and 5. Anniversary increments are included in applicable amounts shown above.

The work year for all certificated nonmanagement personnel shall be 187 days.

A California credential is required for placement on this salary schedule.

- * Class 1A: An emergency permit and a bachelor's degree.
- ** Class 1: A five-year credential and a bachelor's degree and less than 20 units of upper division or graduate college credit (from a WASC, Sr., or related regional accredited college or university) earned subsequent to the bachelor's degree.
- ** Class 2: A five-year credential and a bachelor's degree with 20 semester units of upper division or graduate college credit (from a WASC, Sr., or related regional accredited college or university) earned subsequent to the bachelor's degree.
- ** Class 3: A five-year credential and a bachelor's degree with 40 semester units of upper division or graduate college credit (from a WASC, Sr., or related regional accredited college or university) earned subsequent to the bachelor's degree.
- Class 4: A five-year credential and a bachelor's degree with 60 semester units of upper division or graduate college credit (from a WASC, Sr., or related regional accredited college or university) earned subsequent to the bachelor's degree.
- Class 5: A five-year credential with a master's degree and/or a Ph.D. with 80 semester units of upper division or graduate college credit (from a WASC, Sr., or related regional accredited college or university) earned subsequent to the bachelor's degree.

* Credit for upper division or graduate units is not given when teaching with only an emergency permit. However, teachers who also have a five-year credential and bachelor's degree are placed on Class 1-5 based on above requirements for those classes.

** See "Regulations Governing Initial Placement"



Benefit Highlights

The Grossmont Union High School District offers a comprehensive benefit package which consists of medical, dental, vision, employee counseling assistance, long-term disability, life insurance, long-term care, and voluntary term life insurance. An employee who is working 17½ hours or more per week is eligible for this package.

MEDICAL: The District offers two health plans and two options under each plan.

Kaiser is the regular HMO coverage where employees obtain all the services through a Kaiser facility. Kaiser has chiropractic and acupuncture coverage through American Specialty Health Plans.

PacifiCare is a Point of Service (POS) plan that includes an HMO, a PPO, and Out of Network benefit. A primary doctor must be selected from the designated PacifiCare HMO doctors list. If you obtain services through your HMO doctor, you would only pay the appropriate co-payment. However, at anytime (and each time you need to go to a doctor) you can choose whether you want to use the HMO, PPO, or Out of Network services. Women can self-refer to an OB/GYN in their primary medical group for an annual gynecological exam. PacifiCare also has chiropractic and acupuncture available through American Specialty Health Plans.

OPTION TO WAIVE MEDICAL COVERAGE: If you have group coverage elsewhere, employees are eligible to waive your medical coverage with the District and receive a taxable stipend in its place. You would still maintain the rest of the benefit package.

VISION: The District offers vision coverage through Vision Service Plan. There is a list of participating providers, however, a person can use any physician and receive a reimbursement based on the reimbursement schedule.

EAP: The District offers an Employee Assistance Program through Vista Behavioral Health Plan. Each family member is eligible for up to eight free counseling sessions per incident.

DENTAL: The District provides dental coverage through Delta Dental Plan. This is an incentive plan which starts paying at 70 percent and moves up each year, provided you have your teeth cleaned and checked.

LONG-TERM DISABILITY: The District provides a long-term disability program to employees. After the first 120 days of disability, this plan pays two-thirds of your salary up to \$7000 a month maximum if your claim is approved.

GROUP TERM LIFE INSURANCE: The District pays for a \$50,000 life insurance policy, with accidental and death dismemberment, for the employee. Family coverage is available.

VOLUNTARY TERM LIFE INSURANCE: The District also offers an additional life insurance plan at your expense with Fortis Benefits Company. You are allowed to purchase up to five times your annual salary with a \$300,000 limit. Family coverage is also available.

LONG-TERM CARE: The District pays for the base plan for Long-Term Care for the employee with UNUM Life Insurance Company of America. Coverage may be increased at employee expense. Coverage is also available for spouses at employee expense upon approval from UNUM.

24 HOUR FITNESS: Our Wellness Program has established a corporate membership with 24 Hour Fitness. To qualify, employees must join within 60 days of hire date. Family members are also eligible to join.

DEPENDENT CARE ACCOUNT: You may deduct a maximum of \$5,000 on a pre-tax basis per calendar year for daycare expenses.

HEALTH CARE SPENDING ACCOUNT: You may deduct a maximum of \$2,500 on a pre-tax basis per calendar year for approved medical and dental expenses that are not covered by the health plans.

COBRA COVERAGE: Grossmont Union High School District abides by the Federal regulations governing the COBRA program which allows employees/dependents to continue their medical, dental, and vision coverage for a limited period, should they lose that coverage under the District group plan.

EXTENDED CURRICULAR ASSIGNMENTS

Effective 7/1/01

(4.1% increase)

All extended curricular stipends/salaries will be based on percent of step one, class three of the Certificated Salary Schedule. All bargaining unit members, who accept additional duties in specified extended curricular programs, shall receive additional salary as follows: (Class 3, Step 1 = \$39558)

EXTENDED CURRICULAR PROGRAMS

<u>Assignment</u>	<u>1 - 3 Years</u>		<u>4 - 6 Years</u>		<u>*7 - 9 Years</u>		<u>10+ Years</u>	
Discretionary	2.75%	1088	3.75%	1483	4.75%	1879	5.75%	2275
Academic League/Decathlon	3%	1187	4%	1582	5%	1978	6%	2373
Yearbook Sponsor	3%	1187	4%	1582	5%	1978	6%	2373
Modern Dance/Dance Director	3%	1187	4%	1582	5%	1978	6%	2373
Choir Director	3%	1187	4%	1582	5%	1978	6%	2373
Drama Coach	3%	1187	4%	1582	5%	1978	6%	2373
Journalism Sponsor	3%	1187	4%	1582	5%	1978	6%	2373
Specialty Corps Advisor	3%	1187	4%	1582	5%	1978	6%	2373
Speech Coach	3%	1187	4%	1582	5%	1978	6%	2373
Song and Cheer Advisor	4%	1582	5%	1978	6%	2373	7%	2769
Agriculture Teacher	4%	1582	5%	1978	6%	2373	7%	2769
Band Director	8%	3165	9%	3560	10%	3956	11%	4351
A.S.B. Advisor	8%	3165	9%	3560	10%	3956	11%	4351

ATHLETIC PROGRAMS

<u>Sport</u>	<u>1 - 3 Years</u>		<u>4 - 6 Years</u>		<u>*7 - 9 Years</u>		<u>10+ Years</u>	
Head Varsity Coach With Assistants	7%	2769	8%	3165	9%	3560	10%	3956
J.V., Asst, or Head Varsity Coaches without Assts	5%	1978	6%	2373	7%	2769	8%	3165
All Freshmen Coaches (10 weeks instead of 12) (Formula: \$39558 x percentage x .833)	5%	1648	6%	1977	7%	2307	8%	2636
Playoff Stipends	297.00—	<u>Head Coach with 5 or more student athletes</u> involved in playoff competition shall receive 1/12th of 7-9 year stipend for each week of playoff competition.						
	148.50—	<u>Head Coach with fewer than 5 student athletes</u> involved in playoff competition shall receive 50% of 1/12th of 7-9 year stipend for each week of playoff competition.						
		(Asst. Football Coaches)						
Athletic Director - To be appointed by principal and receive 5 days of release time.	5%	1978	6%	2373	7%	2769	8%	3165

Regulations Governing Placement on Salary Schedule

- Coaches shall be credited with a maximum of 7 years outside coaching experience in other districts or the equivalent in the verified sport to be coached. All experience within the Grossmont Union High School District in the sport to be coached shall be credited to the members.
- If a unit member has served as a coach in two different assignments in the same sport during a school year, the member shall be given experience credit for two years in that sport. Sports such as baseball and softball, swimming and water polo,

can be interchanged for credit.

3. All coaching assignments may be terminated by either party at the end of the assignment.
- *4. For placement on 7-9 years and 10+ years schedules, a valid California teaching credential is required.

OTHER ASSIGNMENTS

Curriculum Writing	\$25.00 per hour
Supervision of Extended/Extra Curricular Activities	\$10.00 per hour