



201 Covington Road
Los Altos CA 94024

Phone (650) 947-1150
FAX (650) 947-0118

Board of Trustees: Bill Cooper, Mark Goines, Margot Harrigan, Tamara Logan, Doug Smith
Superintendent: Timothy L. Justus

TO: Administrative Applicants

Thank you for your interest in the Los Altos School District. To be considered for employment, applicants for administrative positions must submit a complete application packet consisting of the following:

- Completed and signed application form
- Cover letter which includes your qualifications and experience with regard to the position for which you are applying
- Current resume
- Three current letters of recommendation
- Photocopy of Administrative Credential

We appreciate your desire to be part of our district. Please be assured that your application and qualifications will be given serious consideration.

Sincerely,

Marlene Revelo
Personnel Specialist

REFERENCES

Name	Person's Position	District/School	Phone

Yes ___ No ___ Has your credential ever been suspended or revoked?

Yes ___ No ___ Have you ever been dismissed, released, non-reelected or asked to resign from any temporary, probationary or permanent position?

Yes ___ No ___ Have you ever been convicted of a crime other than a minor traffic violation?

Note: If you answered "yes" to any of the questions above, attach additional page(s) explaining your answer(s). A "yes" answer to any of the above questions is not an absolute bar to employment.

Disclaimer: I hereby certify that all statements made herein are true and correct to be 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 of Signature

Los Altos School District is an Affirmative Action/Equal Opportunity Employer in compliance with ADA.

Complete and Return with Application

- I. Please bring a copy of your current school's most recent newsletter in which you have addressed your parent community.

- II. Compose a response to all three of the following scenarios:
 1. You have been selected a new principal in Los Altos School District. Write an article that will appear in the first issue of your school newsletter.

 2. A series of campus incidents involving teasing, name calling and harassment have recently surfaced at your site. Put together your "talk" to the students that you will use at the next assembly when you address this issue.

 3. Behavioral interventions are a major part of our autism support program. On occasion, students on the autistic spectrum are known to experience "meltdowns". How would you support teachers in this area? How might you respond to other parents who may be complaining that the autistic child's behavior is interfering with their child's learning?