



Sonoma Valley Unified School District

## **Management Employment Information**

### **Special Notes Regarding Employment:**

In compliance with Assembly Bill 1612, the individual offered this position, if not a current District employee, must be fingerprinted and have those fingerprints cleared by the Department of Justice (DOJ) before the individual may commence employment with the District. Actual hire date will be not earlier than the date that fingerprint clearance is received from the DOJ. There is a fee required by the DOJ, payable by the applicant, to process the fingerprints.

### **Benefits:**

Effective July 1, 2002, the District and its unrepresented employees (certificated and classified management and classified confidential) agreed to take a designated annual amount that represents medical and dental annual contributions. Such designated amount is keyed to 90% of the rate of Kaiser Medical family coverage and 100% of the rate of the Delta Dental composite rate. This provision is in effect for certificated and classified management and classified confidential employees who were employed in their position prior to June 30, 2006 and is reflected in Salary Schedule A. For management and confidential employees hired after July 1, 2006 Salary Schedule B is the effective salary schedule.

In lieu of the designated amount reflected in Salary Schedule A, non-represented employees on Salary Schedule B are entitled to health and welfare benefits consistent with represented certificated employees.

Non-represented employees wishing to migrate from Salary Schedule A to Salary Schedule B may do so at any time upon written notice to the Department of Human Resources.

Non-represented employees shall still have the option to purchase medical and/or dental insurance through the district through a section 125/cafeteria plan that provides affected employees the ability for such purchase with pre-tax dollars.

### **Process for Submitting a Complete Application:**

#### **Complete a Certificate/Classified Management Employment Application:**

Click [here](#) to download a Certificated/Classified Management application for the Elementary Summer School Principal or Summer Middle School Principal in .pdf format. (You'll need to download Adobe Acrobat Reader if you don't already have it.) Or, if your computer supports Microsoft Office Version 97 or higher, you may download and annotate the Certificated/Classified Management for the Elementary Summer School Principal or the Summer Middle School Principal application.

Or you may call the Human Resources Department at (707) 935-6008 to have an application mailed to you.

***Applications will be accepted by U.S. Mail, facsimile transmission, or personal delivery.***

Applications are kept on file for one (1) year for future vacancies.

**A complete application consists of the following:**

- A complete and signed District application form
- A letter of intent specific to your qualifications for the position and why you are interested in applying for a position with the Sonoma Valley Unified School District
- A resume- A copy of your credential, if required in the job posting
- A minimum of three (3) letters of recommendation

***Incomplete applications will not be considered***

**Complete applications should be submitted to :**

Sonoma Valley Unified School District  
Attention: Loyal Carlon, Interim Director of Human Resources  
17850 Railroad Avenue, Sonoma, CA 95476  
Tel. 707/935-6008 Fax 707/939-2238

**Invitations to Interview:**

Applicant packets will be preliminarily evaluated and invitations for interview will be extended to those candidates who appear to be the most qualified for the position on the basis of the written materials presented.

**Interview process:**

Applicants will participate in an oral interview  
References will be confirmed for the Selection Advisory Committee's chosen finalist