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APPLICATION PROCEDURES FOR CERTIFICATED POSITIONS

Thank you for your interest in the Ross Valley School District. The Ross Valley School District accepts applications during the period of time a position is posted as open and will keep an application on file for the school year for which the application is received. The District accepts completed applications up to 4:00pm on the deadline date. Only complete application packets are reviewed.

To learn of our current openings and/or to request an application, interested persons are encouraged to visit our website at www.rossvalleyschools.org, the Marin County Office of Education website at www.marinschools.org, www.edjoin.org, or to contact the RVSD Human Resources department at (415) 451-4063 or ross@rossvalleyschools.org. Generally, open or anticipated positions for the following school year are posted in early spring.

A completed application includes the following:

- Completed application form (Universal Application for Marin County)*
- Brief letter of application (aka cover letter)
- Resume
- Placement file or letters of reference (minimum of three)
- Copy of front and backside of appropriate, applicable credential(s)
- English Learner authorization
- NCLB "Highly Qualified" certification
- Transcripts
- CBEST verification

*Please note: For best photocopy results, please use black ink.

All completed applications are reviewed at the end of the open period. All candidates selected for interviews are notified of their status throughout the interview and selection process. Because of the number of applications received, the District cannot contact or notify those candidates not selected for an interview. Candidates, however, may contact the Human Resources Department to inquire of the status of their application and the selection process.

Questions about the application or hiring process should be directed to the Human Resources Department.