

ALISAL

PLEASE POST

UNION SCHOOL DISTRICT

AUGUST 8, 2025

Job Announcement **CERTIFICATED MANAGEMENT POSITION**

THERE IS AN OPENING FOR THE 2025-2026 SCHOOL YEAR:

JOB 1140

PROGRAM MANAGER II

ASSIGNMENT: HUMAN RESOURCES DIVISION

SALARY: \$130,732-\$154,319 Annually
(Plus \$500 Master's Degree stipend or \$1000 Doctorate Degree stipend)

WORK YEAR: 217 Workdays per year

START DATE: TO BE DETERMINED

APPLICATION DEADLINE: FRIDAY, AUGUST 22, 2025 BY 5:00 P.M.

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED AT THE TIME OF APPLICATION DEADLINE.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

****PLEASE COMPLETE ONLINE APPLICATION AT <https://www.applitrack.com/alisal/onlineapp/> ****

PRIMARY FUNCTION: Under the direct supervision of the Assistant/Associate Superintendent of Human Resource, this role champions the District's recruitment and retention initiatives, fostering a supportive environment that welcomes and develops new certificated teaching and administrative staff. **DIRECTLY RESPONSIBLE TO:** Assistant/Associate Superintendent of Human Resources. **MAJOR DUTIES AND RESPONSIBILITIES:** Coordinates and is the Program Advisor for the District's Induction Program with the County Office of Education. Supports participating district/site administration with registration of Induction Program's candidates, recruitment and identification of mentor teachers, and integration of district and program goals. Support the Assistant Superintendent in ensuring that certificated employees serving in administrative roles hold a valid and appropriate credential. Coordinates the District's Alisal Educator Cultivation Mentor/Mentee Program in support of teachers with temporary waivers, or teaching permits. Recruits mentor teachers, and integrates district and program goals. Manages all credential matters regarding education, exams, subject matter competency, laws and all current updates. Remain current with the latest research, initiatives, policies, around curriculum, instruction, assessment, and standards (including the California Standards for the Teaching Profession (CSTP) in order to build and maintain cutting-edge research-based content for professional development. Collaborates closely with Curriculum and Instruction to enhance professional development and support initiatives for new teachers. Evaluates official transcripts, degrees, work experience, and examinations. Supports with the maintenance of current records pertaining to credential applications. Disseminates credential information to appropriate departments/sites. Implements adult learning theory and effective professional learning practices. Initiates and maintains records as are appropriate and/or required. Supervises records management – certificated. Assists with labor contract administration. Serves as liaison between teachers and principal and teachers and the project sponsor; assists with labor relations. Coordinates with educational institutions on clearing students and placements of service learners, volunteers, interns, and practicum hours students. Responsible for supervision and maintenance of professional growth records for certificated employees. Assists with the evaluation processes for certificated staff. Coordinates the recruitment of certificated teaching and administrative staff to the District.

The District reserves the right to waive any requirements.

MAJOR DUTIES AND RESPONSIBILITIES: Prepares an annual recruiting schedule. Attends teacher recruiting events. Manages for recruitment event follow-up and tracking of applicants. Oversees visits of candidates to the District. Assists with certificated staffing placement. Performs tasks and assumes responsibilities as may be assigned.

MINIMUM QUALIFICATIONS: The appropriate teaching and administrative credentials as required by the State of California. Substantial successful experience in classroom instruction in primary and intermediate grades. Knowledge of TK-12 curriculum and public school environments. Knowledge of California Standards for the Teaching Profession (CSTP), California State Standards, Smarter Balanced and CAASPP Assessment Systems, and California Curriculum Frameworks. Experience in teacher recruitment.

DESIRABLE QUALIFICATIONS: Possession of a Master's Degree from an accredited university or college. School level administrative experience. Bilingual/Biliterate English/Spanish.

PHYSICAL EFFORT/WORK ENVIRONMENT: Physical strength to perform the tasks that may be required of a Coordinator of Staff Development and Recruitment. These physical requirements include: 1. Physical and mental stamina to perform the duties and responsibilities of the position. 2. Manual dexterity sufficient to write, use the telephone and business machines. 3. Vision sufficient to read printed materials and computer screens. 4. Hearing sufficient to communicate in person and hold telephone conversations. 5. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups. 6. Physical ability to push/pull, squat, twist, turn, bend and to reach overhead. 7. Physical mobility sufficient to move about the work environment (office, district, school site to site), drive an automobile and to respond to emergency situations. 8. Physical strength sufficient to lift 25 pounds. 9. Ability to sit for prolonged periods of time. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments.

In accordance with Education Code 44939.5, amended by Assembly Bill 2534 effective January 1, 2025.

(c) (1) A person applying for a certificated position at a school district, county office of education, charter school, or state special school shall provide that prospective employer with a complete list of every school district, county office of education, charter school, and state special school that the applicant has previously been an employee of. Education Code 44939.5 includes work as a: Full Timer Certificated Employee, Part Substitute Teacher.

TO APPLY:

Please complete online application at <https://www.applitrack.com/alisal/onlineapp/>

****Documents required at the time of application submission****

- **Resume**
- **Cover Letter**
- **(3) Reference Letters (professional reference letter must include letterhead, date, with signature and not older than 18 months)**
- **Copy of transcripts**

If you are not able to upload a document please email to maritza.salazar@alisal.org by the deadline.

IF YOU HAVE ANY QUESTIONS CONTACT:

Maritza Salazar, Administrative Assistant
(831)753-5700, EXT. 2024
maritza.salazar@alisal.org

NOTE: Alisal Union School District will require proof of U.S. Citizenship, alien registration or authorization to work in the U.S. before an applicant may be appointed to any District position. All appointees will be required to complete a designated form.

Alisal Union School District prohibits discrimination, harassment, intimidation, and bullying in all district programs, activities, and employment based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For issues related to discrimination, harassment, intimidation, bullying and Title IX complaints, contact AUSD Human Resources, 155 Bardin Road, Salinas, CA 93905. Telephone number (831) 753-5700.