

FREQUENT ASKED QUESTIONS

Where can I apply for an administrative position?

You can apply for an administrative position at www.compton.k12.ca.us

What do I need to submit with my application?

- Current Resume
- Three original letters of reference
 - a) Current (within one year)
 - b) One reference letter must be from current supervisor if position applied for is in another division/department
- Copy of current teaching credential
- Copy of current Administrative Service Credential or Original C-19 Letter from Requesting college or university
- A letter of interest stating your qualifications and experiences related to the position for which you are applying

What happens after I submit my application?

Your application will be pre-screened to ensure completeness and meeting of minimum requirements. Completed applications will be screened by a paper screening committee. Qualified candidates will be invited for a preliminary interview. If you are not eligible you will be informed via email.

Who should I contact if I don't hear back about my administrative application?

You should contact Carmen Ochoa, Intermediate Personnel Clerk at (310) 639-4321, extension 55048 or via email at cochoa@compton.k12.ca.us.

What type of employee benefits will I receive?

Please see the **Salary and Benefits** page of our website.

How long do you keep applications on file?

Applications are kept on file for one year.