

PLEASANTON UNIFIED SCHOOL DISTRICT

Human Resources
4665 Bernal Avenue, Pleasanton, CA 94566
(925) 426-4320 or 426-4321
ASSISTANT CLUB ADVISOR 2017/18

Proposed Assignment: _____

School Site: _____ ACTIVITY: _____

START Date: _____ End Date: _____

Name: _____

Address: _____ City/ZIP: _____

Telephone: _____ Email: _____

Last 4 digits of Social Security #: _____ Birthdate: _____

State law requires that all employees be fingerprinted prior to commencing employment and prohibits employment of any person convicted of certain sex and controlled substance offenses. Unless required by law, a prior conviction does not constitute an automatic bar to employment.

If you have plead guilty to, or been convicted of, a misdemeanor or felony, you are required to contact the Human Resources Department and submit a written statement explaining the circumstances.

I understand that, as a club advisor, I am a temporary employee of the District and may be released from this assignment before its stated expiration date at the pleasure of the Board of Trustees.

I accept this assignment (including the requirements set forth in the attached Standards of Conduct).

Signature of Assistant Club Advisor: _____ Date: _____

I recommend employment of this person as a club advisor in the assignment described above.

Site Administrator: _____ Date: _____

Approval for Employment

Human Resources: _____ Date: _____

To be completed by Human Resources
Completed DOJ/FBI fingerprint clearance:
Completed TB clearance:
Completion for Keenan Safeschools:
BOARD APPROVAL:

PLEASANTON UNIFIED SCHOOL DISTRICT STANDARDS OF CONDUCT FOR CLUB ADVISORS

I, _____, acknowledge that I am accepting an assignment as an employee of the Pleasanton Unified School District. I understand and agree that the standards of conduct that are required of me as a club advisor are different from those required of students, parents and members of the general public. Specifically, I agree to the following:

1. I will follow all applicable Board Policies and Procedures.
2. I will obey all laws of the State of California.
3. I will treat students, employees and members of the public with respect and will not engage in any activities that would reflect poorly upon the Pleasanton Unified School District.
4. My interactions and relationships with students of the District shall be professional in nature. It is not appropriate for employees of the District to facilitate or encourage students to engage in delinquent or inappropriate behavior.
5. I understand that I am a mandated reporter under the Child Abuse and Neglect Reporting Act and have a legal duty to report the abuse of a minor (under the age of 18), which includes sexual relationships between minors and adults.
6. I understand that I serve as an assistant advisor to a certificated employee, and that only the official certificated advisor of record has the authority to approve ASB activities (fund-raisers, expenditures).

I agree to uphold these standards of conduct and understand that failure to do so may result in my release from employment with the District prior to the ending date of my assignment.

I understand and agree that, as an assistant club advisor, I am a temporary employee of the District and may be released from this assignment before its stated ending date at the pleasure of the Board of Trustees.

Signature of Assistant Club Advisor:

Date:

Signature Certificated Club Advisor:

Date:

Signature of Principal:

Date: