



SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
SIERRA COUNTY OFFICE OF EDUCATION

P O BOX 955  
109 BECKWITH ROAD, ROOM #3  
LOYALTON, CA 96118  
(530) 993-1660 \* FAX (530) 993-0828  
[www.sierracountyofficeofeducation.org](http://www.sierracountyofficeofeducation.org)

Merrill M. Grant, Superintendent

## **CERTIFICATED SUBSTITUTE**

Dear Applicant:

Thank you for your interest in certificated substitute service for the Sierra-Plumas Joint Unified School District and/or Sierra County Office of Education. Please follow the procedures listed below:

- ✓ Complete the Employment Application form and return it to the District/County office at 109 Beckwith Road, Room #3, Loyalton, CA, or mail the form to P. O. Box 955, Loyalton, CA 96118.

**Application form is available on the website at:**

<http://www.sierracountyofficeofeducation.org/employment-opportunities-2/>

- ✓ Attach to your application:
  - Current Resume'
  - Copy or official college transcripts (bachelor's degree)
  - Copy of current teaching credential or substitute permit
  - Copy or official CBEST card
- ✓ The Superintendent or designee will review your application
- ✓ Personnel office staff will contact you
- ✓ If applicant is approved for pre-hire selection, a California Department of Justice Request for Live Scan fingerprint form will be made available. Applicant will incur the processing fee cost of \$20-\$25 payable to the LiveScan vendor law enforcement office at time of service
- ✓ The process for fingerprint clearance may take one to three days
- ✓ Based upon the Live Scan fingerprint report, our office will meet with you. Please be prepared to submit:
  - Clear Tuberculin (TB) test report
  - Photo (current Driver's License, US Passport, etc.)
  - Social Security Card or other forms of identification
- ✓ After you have been completed the orientation process by the personnel department, you will be placed on the Certificated Substitute List.

Please call our office (530) 993-1660 Ext.\*842, or email Sue Roberts at [sroberts@spjUSD.org](mailto:sroberts@spjUSD.org) if you should have any questions regarding this information.

Attachments:

Employment Application  
Substitute Salary Schedule