



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

Merrill M. Grant, Superintendent

CLASSIFIED SUBSTITUTE

Dear Applicant:

Thank you for your interest in Classified Employee 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
 - Certificates or applicable professional training documents
 - If you are applying for a position, i.e. Instructional Aide, which requires a passing score on the District Proficiency Test, you must contact our office to schedule a testing date.
- ✓ 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 or 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 and clearance for employment, 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 Classified Substitute List.

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

Attachments:

Employment Application
Classified Salary Schedule