



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)

James Berardi, 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:**

<https://sierracountyofficeofeducation.org/SPJUSD/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 \$25 payable to the Live Scan 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 at (530) 993-1660 Ext. 151, or email Laraine Sei at [lsei@spjUSD.org](mailto:lsei@spjUSD.org) if you should have any questions regarding this information.

Attachments:

Employment Application  
Classified Salary Schedule