



Human Resource Services

Day-to-Day Substitutes

Recruitment, Screening, and Hiring Process

Minimum Requirements for a Certificated Day-to-Day Substitute

- Complete an on-line application on district web site: www.scusd.edu.
- BA degree (verified by transcripts, when hired).
- Three (3) required references on application.
- Passage of the California Basic Educational Skills Test (CBEST) (verified by CBEST verification card, when hired).
- Valid 30-Day Substitute Permit or Teaching Credential (verified on California Commission on Teacher Credentialing [CCTC] web site by Human Resource Services).
- Contact the Personnel Specialist in Human Resource Services via phone (916) 643-7492 or by email joycec@sac-city.k12.ca.us, regarding completion of on-line application. Personnel Specialist will screen the application for substitute teaching.

Step 1 Application Screening. Site Principals and Administrators are encouraged to recommend qualified, substitute teacher applicants to the Personnel Specialist. Email a request to joycec@sac-city.k12.ca.us to request screening of an applicant's on-line application for substitute teaching qualifications.

University and College Advisors are also encouraged to recommend qualified candidates, student teachers, and graduates to the Personnel Specialist by emailing a list of recommended names or student teachers to joycec@sac-city.k12.ca.us. Personnel Specialist will screen the application for substitute teaching qualifications.

Step 2 Clearances. Based on district needs, all on-line substitute applications are screened on a continuing basis by the Personnel Specialist. Once the Personnel Specialist has completed the screening process and approved a candidate, Substitute Services will contact the candidate via email. The substitute candidate will be invited to: (a) complete the necessary pre-employment processing packet; (b) complete required clearances (TB Test and Fingerprinting); (c) sign up to attend a mandatory New Employee Orientation upon submission of completed pre-employment packet. The substitute candidate is required to bring in his/her driver's license and social security card or passport. **NOTE:** A candidate is not authorized to start work until required TB Test and Fingerprint clearances are received.

Step 3 Hiring Process. Once the substitute candidate has attended the mandatory New Employee Orientation and all pre-employment paperwork and clearances have been received, Substitute Services will send an email to the substitute notifying him/her that he/she is now **authorized to voice himself or herself in the Automated Sub Finder (ASF) system for activation as a day-to-day substitute teacher.**

Minimum Requirements for a Classified Day-to-Day Substitute

- Complete an on-line application on district web site: www.scusd.edu.
- Review the position description on district web site for minimum education, experience, and testing requirements. Be sure to include your education, experience, etc., on your application.
- Three (3) required references on application.
- Contact the Testing Center at (916) 643-7400, 643-7456, or 643-7455 to schedule any required clerical, bilingual, or No Child Left Behind Act (NCLB) classified testing.
- Job History on application with dates and reason for leaving.
- Contact either the Personnel Specialist in Human Resource Services at (916) 643-7492 or by email joycec@sac-city.k12.ca.us, or Personnel Technician at (916) 643-9393 or by email Bobbie-Jo-Argo@sac-city.k12.ca.us, regarding completion of on-line application. Personnel Specialist will screen the application for classified substitute.

Step 1 Application Screening. Site Principals and Administrators are encouraged to recommend qualified, classified substitute applicants to the Personnel Specialist. Email a request to joycec@sac-city.k12.ca.us to request screening of an applicant's on-line application for classified substitute qualifications.

Step 2 Interview. Once the Personnel Specialist has completed the screening process and approved a candidate, Substitute Services will contact the candidate via email. The substitute candidate will be invited to an interview. All candidates are encouraged to bring letters of recommendation to the interview with them.

Step 3 Clearances. Once the interview process is completed and approved by the Personnel Specialist, Substitute Services will contact the candidate via email. The substitute candidate will be invited to: (a) complete the necessary pre-employment processing packet; (b) complete required clearances as appropriate (TB Test, Fingerprinting, Lift Test, OSHA Training, clerical, bilingual, or NCLB classified testing); (c) sign up to attend a mandatory New Employee Orientation upon submission of completed pre-employment packet. The substitute candidate is required to bring in his/her driver's license and social security card or passport. **NOTE:** A candidate is not authorized to start work until required TB Test and Fingerprint clearances are received.

Step 4 Hiring Process. Once the substitute candidate has attended the mandatory New Employee Orientation and all pre-employment paperwork and clearances have been received, Substitute Services will send an email to the substitute notifying him/her that he/she is now **authorized to voice himself or herself in the Automated Sub Finder (ASF) system for activation as a day-to-day classified substitute.**