

## General Education Instructional Assistants

## School Nutrition

## All Substitute Positions

ALL substitute candidates must be at least 18 years old, complete an online application (IRC151169 ([https://ebiz.henrico.us/OA\\_HTML/OA.jsp?OAFunc=IRC\\_VIS\\_VAC\\_DISPLAY&p\\_svid=151169&p\\_spid=3843949](https://ebiz.henrico.us/OA_HTML/OA.jsp?OAFunc=IRC_VIS_VAC_DISPLAY&p_svid=151169&p_spid=3843949))) and upload two (2) signed references letters or two signed reference forms, (<https://henricoschools.us/wp-content/uploads/References.pdf>) and transcripts with the degree awarded date, and a certificate of completion for the CWSE 5691 – Recognizing & Reporting Child Abuse & Neglect (For Educators) ([http://www.dss.virginia.gov/family/cps/mandated\\_reporters/cwse5691/story.html](http://www.dss.virginia.gov/family/cps/mandated_reporters/cwse5691/story.html))

### Additional Requirements:

#### Substitute Teacher:

- Have at least 60 credit hours, an Associate's Degree or Bachelor's Degree
- **Have completed the** CWSE 5691 – Recognizing & Reporting Child Abuse & Neglect (For Educators) ([http://www.dss.virginia.gov/family/cps/mandated\\_reporters/cwse5691/story.html](http://www.dss.virginia.gov/family/cps/mandated_reporters/cwse5691/story.html)) **training**

#### Substitute Office Instructional Assistant

- Have a High School Diploma/GED
- **Have completed the** CWSE 5691 – Recognizing & Reporting Child Abuse & Neglect (For Educators) ([http://www.dss.virginia.gov/family/cps/mandated\\_reporters/cwse5691/story.html](http://www.dss.virginia.gov/family/cps/mandated_reporters/cwse5691/story.html)) **training**

#### RN and LPN Substitutes\*:



- Must apply using the following listings: RN (IRC151171) ([https://ebiz.henrico.us/OA\\_HTML/OA.jsp?OAFunc=IRC\\_VIS\\_VAC\\_DISPLAY&p\\_svid=151171&p\\_spid=3843949](https://ebiz.henrico.us/OA_HTML/OA.jsp?OAFunc=IRC_VIS_VAC_DISPLAY&p_svid=151171&p_spid=3843949)) OR LPN (IRC151170) ([https://ebiz.henrico.us/OA\\_HTML/OA.jsp?OAFunc=IRC\\_VIS\\_VAC\\_DISPLAY&p\\_svid=151170&p\\_spid=3843949](https://ebiz.henrico.us/OA_HTML/OA.jsp?OAFunc=IRC_VIS_VAC_DISPLAY&p_svid=151170&p_spid=3843949))
- A current Virginia Nursing license and a current CPR/AED certification card

**Daily Sub Rates:**

\$103.37/day Classroom Teacher

\$85.30/day Instructional Assistant

\$94.12/day Clerical

\$85.30/day Alternative Education Technician

\$85.30/day Campus Duty (School Security)

**Transportation**