

New Substitute Teachers

- Sign up with SCOE for the Sonoma County Office of Education (SCOE) centralized substitute teacher database. Once you have completed the process with SCOE you can continue with the next steps. Questions regarding this program can be directed to Julie Hunter at subs@scoe.org
- THUSD uses the AESOP/Frontline substitute system to assign substitute teacher.
- If you are interested in substitute teaching in the Twin Hills Union School District please contact Cheryl in the District Office at 707-823-0871 or the principal for the site(s) you are interested in working at.
- Cheryl will verify your Notice of Employment (NOE) from the SCOE and will mail you the District Substitute Teacher hiring packet.
- Hiring paperwork: I-9, W-4, DE-4, STRS Permissive Membership Election form and the Statement concerning your employment in a job not covered by Social Security form must be completed before sub will be activated for the school sites requesting that sub. Documentation needed includes a copy of your Driver's License, Social Security card (or other documents listed on the I-9 form) and proof of COVID Vaccination if you have one.
- You will then be added to the AESOP/Frontline substitute system for any sites you have been approved for and a welcome email will come from the AESOP/Frontline substitute system to the email address on your NOE.
- Once you have accepted a subbing job and have your confirmation number from the AESOP/Frontline substitute system you are ready for your assignment. Please remember that your transaction is not complete until you have a confirmation number. Only substitutes with a confirmation number will be paid.
- When you arrive at the school site please go the school office to check in.
- Please be prepared to show picture ID when arriving at the school site.
- Substitutes are paid on supplemental payroll on or by the 10th of the month following the month when the work was performed. For example, work performed in January will be paid on or before February 10th.

Schools Using Substitutes in Twin Hills Unions School District:

Apple Blossom School – TK-5

Twin Hills Charter Middle School – 6-8

SunRidge School (Waldorf Methods) – TK-8

Orchard View School – TK – 12 independent study