

Classified Substitute Employment Inquiry Form

Shasta County Office of Education

1644 Magnolia Avenue, Redding CA 96001

● PERSONAL INFORMATION

Date: _____

Print Name: _____

Address: _____

Phone #: _____

Email: _____

● EDUCATION

High School Diploma ____ Yes ____ No

G.E.D. ____ Yes ____ No

College/University: _____ Credits Associates ☐ Bachelors ☐ Masters ☐

Degrees, certificates or relevant courses: _____

Have you passed the paraprofessional test? ____ Yes ____ No

Has a current Shasta County Office of Education employee referred you? ____ Yes ____ No

Name _____

● WORK SKILLS

Please write a short paragraph about your experience and/or education that would qualify you to work in the area of interest you have checked on the reverse side of this paper:

Please write a short paragraph identifying unique skills you would bring to this job:

Note: This is only an inquiry form and is not an application. You will be contacted by Shasta County Office of Education only if your services as a substitute are needed.

* All applicants must be a minimum of 18 years of age and a high school graduate or equivalent.

SCOE Substitute Opportunities

The Shasta County Office of Education offers a wide variety of substitute positions. Please review the options listed below and indicate your area of interest. Return to Substitute Services. You will be contacted after Human Resources reviews your information.

☐ **ECS Instructional Assistant – Early Childhood** \$19.02/hour

Provides support to teacher and staff supervising children in programs with children ages 18 months – 5 years. Most shifts are 3 ½ hours ranging from 7:30 a.m. until 4:30 p.m. A good choice for anyone desiring a flexible schedule.

Requirements: Health Screening Physical, Immunizations, T.B. test and Fingerprint Clearance.

☐ **Special Education Paraeducator** \$19.51/hour

Provides support to teacher(s) and staff assisting students with severe emotional disabilities, elementary through high school. Shifts are 3 ½ or 6 hours ranging from 7:30 a.m. until 3:30 p.m. A good choice for compassionate caregivers.

Requirements: AA Degree or higher, Paraprofessional test, or 48 semester units, T.B. test and Fingerprint Clearance.

☐ **Independent Study Paraeducator** \$19.51/hour

Provides support to teacher(s) and staff assisting students in our independent study programs. Shifts are 6 hours from 8:00 a.m. until 2:30 p.m.

Requirements: AA Degree or higher, Paraprofessional test, or 48 semester units, T.B. test and Fingerprint Clearance.

☐ **Alternative Education Paraeducator** \$19.51/hour

Provides classroom assistance to teacher(s) and students. Serving probationary and incarcerated youth. Shifts are generally 6 hours 8:00 a.m. until 2:30 p.m. A good choice for those interested in working with “at risk” youth.

Requirements: AA Degree or higher, Paraprofessional test, or 48 semester units, T.B. test and Fingerprint Clearance.

☐ **Clerical** - Pay rates vary per assignment

Duties depend on assignment needs. May include typing, computer, filing, phones, etc.

Requirements: T.B. test and Fingerprint clearance.

☐ **Food Service Worker** \$18.56/hour

Assist in meal preparation and/or general cafeteria help.

Requirements: T.B. skin test, fingerprint clearance and applicable skills.

☐ **Custodian** \$20.00/hour or **Facilities Specialist** (Maintenance) \$22.62/hour

Custodial or maintenance duties as determined and applicable skills.

Requirements: T.B. skin test and Fingerprint Clearance, applicable skills.

☐ **Site Liaison** \$18.56/hour

Assist in providing a safe and engaging place for students during after school hours; homework assistance; activities including art, sports, drama and crafts.

Requirements: High school diploma/GED/California High School Proficiency OR Every Student Succeeds Act (ESSA)

Certification. ESSA Certification is obtained by meeting at least one of the following requirements: 1) pass the Paraprofessional Exam administered by the Shasta County Office of Education; 2) possess an Associate’s Degree or higher or 3) completion of 48 semester units of college level coursework from an accredited institution.

SUBSTITUTE CLASSIFIED CONSORTIUM

Certain school districts in Shasta County share substitutes, these districts include: Anderson Union High School District, Bella Vista Elementary School District, Black Butte Elementary School District, Cascade Union Elementary School District, Columbia Elementary School District, Cottonwood Unified School District, Fall River Joint Unified School District, Gateway Unified School District, Grant Elementary School District, Happy Valley Unified School District, Igo Ono Platina Elementary School District, Junction Elementary School District, North Cow Creek Elementary School District, Oak Run Elementary School District, Redding School District, Shasta-Trinity ROP, and Shasta Union High School District.

☐ **Paraeducator** – Pay rates vary by district.

Provides classroom assistance to the teacher and students as needed.

Requirements: AA Degree or higher, Paraprofessional test or 48 semester units, T.B. skin test, DOJ and FBI Fingerprint Clearance.

☐ **Clerical** – Pay rates vary by district.

Duties depend on district needs. May include typing, computer, filing, phones, etc.

Requirements: T.B. test, DOJ and FBI Fingerprint Clearance.

☐ **Cook** – Pay rates vary by district.

Assist in meal preparation and/or general cafeteria help.

Requirements: T.B. test, DOJ and FBI Fingerprint Clearance.

☐ **Custodian** – Pay rates vary by district.

Custodial duties as determined by districts.

Requirements: T.B. test, DOJ and FBI Fingerprint Clearance.

☐ **After-school Assistant** – Pay rates vary by district.

Assist in providing a safe and engaging place for students during after school hours, provide homework assistance, activities including art, sports, drama, and crafts.

Requirements: AA Degree or higher, Paraprofessional test or 48 semester units, T.B. test, DOJ and FBI Fingerprint Clearance.