



Human Resource Services

Day-to-Day Substitutes

Recruitment, Screening, and Hiring Process

MINIMUM REQUIREMENTS FOR A **CERTIFICATED** DAY-TO-DAY SUBSTITUTE TEACHERS

- Valid 30-Day Substitute Permit or Teaching Credential (verified on California Commission on Teacher Credentialing [CCTC] at www.ctc.ca.gov).
- Passage of the California Basic Educational Skills Test (CBEST) (verified by CBEST verification card, when hired).

APPLICATION SCREENING: Applicants can go to www.Edjoin.org to create an application. Please apply for the Substitute Teacher postings when announced as SCUSD hires based on the needs of the district. If you need help with your Edjoin application, please call 1-888-900-8945.

INTERVIEW: All on-line substitute applications are screened. If selected, you will receive an e-mail from our Substitute Office inviting you to participate in an interview. The interview will indicate a date/time.

HIRING PROCESS: If hired, applicant will receive an email from Substitute Office inviting applicant to come and start onboarding process.

MINIMUM REQUIREMENTS FOR A **CLASSIFIED** DAY-TO-DAY SUBSTITUTE

- Review the job position description to see if you meet the minimum qualifies at www.Edjoin.org.
- Contact the Testing Center at (916) 643-9050 to schedule any required clerical, or No Child Left Behind Act (NCLB) classified testing.

APPLICATION SCREENING: Applicants can go to www.Edjoin.org to create an application. Please apply for those classified position in which you qualify for SCUSD hires based on the needs of the district. If you need help with your Edjoin application, please call 1-888-900-8945.

INTERVIEW: All on-line substitute applications are screened. If selected, you will receive an e-mail from our Substitute Office inviting you to participate in an interview. The interview will indicate a date/time.

HIRING PROCESS: If hired, applicant will receive an email from Substitute Office inviting applicant to come and start onboarding process.

All Substitute new hires must clear (and receive notice of clearance) through Substitute Office before working at any of our onto district campuses/departments.