

# **SUSD IS HIRING**

## **SUBSTITUTE PART TIME, EARN \$170.17 DAILY!**

### **Minimum Requirements**

- ❖ Bachelor's Degree with transcripts (unofficial transcripts are accepted)
- ❖ Passing score on the CBEST
- ❖ Three Letters of Recommendation
- ❖ Resume
- ❖ Emergency 30-Day Substitute Teaching Permit, or other valid CA teaching credential

### **For More Information:**

**HUMAN RESOURCES DEPARTMENT  
701 N. MADISON ST., STOCKTON, CA 95202  
(209) 933-7065 Ext. 2165 • FAX 933-7066  
mlane@stocktonusd.net**

**APPLY AT: [WWW.EDJOIN.ORG](http://WWW.EDJOIN.ORG)**





## **Substitute Teacher Recruitment Process**

1. Candidate submits their application and required materials via edjoin.org.
2. Application and required materials are screened by Human Resources staff.
3. Candidates are invited to an interview with a panel of site administrators.
4. Panel interviews are held and candidates are scored using a standard rubric.
5. Candidates with a passing score of 70% or higher are forwarded to the Director of Certificated Human Resources for approval.
6. Candidates will undergo a fingerprint check and will need to submit current TB clearance.
7. Once fingerprints have cleared, the names of successful candidates will be forwarded to the Board of Education for final approval.
8. Candidates are informed of their approval by the Board of Education, they are assigned an employee ID number, a PIN for Subfinder (system that contacts substitutes to assign them to classrooms) and receive an ID badge. Candidates may then begin substituting for the District.

### **Contact:**

**Marcela Lane**

209-933-7065 Ext. 2105

mlane@stocktonusd.net

#### **HUMAN RESOURCES DEPARTMENT**

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