

# **SUSD IS HIRING**

## **EMERGENCY SUBSTITUTE, EARN \$170.17 DAILY!**

### **Minimum Requirements**

- ❖ May teach 90 days per school year.
- ❖ Completion of 90 semester units of coursework from a regionally-accredited four-year college or university. (unofficial transcripts are accepted)
- ❖ Current enrollment in a four year college (letter of verification required)
- ❖ Passing score on the CBEST
- ❖ Three Letters of Recommendation
- ❖ Resume
- ❖ Emergency Substitute Teaching Permit for prospective teachers.

### **For More Information:**

**HUMAN RESOURCES DEPARTMENT  
701 N. MADISON ST., STOCKTON, CA 95202  
(209) 933-7065 Ext. 2105 • FAX 933-7066  
gmarin@stocktonusd.net**

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





### **Emergency Substitute Teacher Recruitment Process**

1. Candidate must provide verification of completion of 90 semester units with transcripts (unofficial transcripts are accepted)
2. Candidate must provide verification of current enrollment in a four year college (letter of verification required)
3. Candidate has passing score on the CBEST
4. Candidate submits their application and required materials via edjoin.org.
5. Application and required materials are screened by Human Resources staff.
6. Candidates are invited to an interview with a panel of site administrators.
7. Panel interviews are held and candidates are scored using a standard rubric.
8. Candidates with a passing score of 70% or higher are forwarded to the Director of Certificated Human Resources for approval.
9. Candidates will undergo a fingerprint check and will need to submit current TB clearance.
10. Once fingerprints have cleared, the names of successful candidates will be forwarded to the Board of Education for final approval.
11. Candidates are informed of their approval by the Board of Education, they are assigned an employee ID number, a PIN for Absence Management System (system that contacts substitutes to assign them to classrooms) and receive an ID badge. Candidates may then begin substituting for the District (not to exceed 90 days per school year).

### **Contact:**

**Gina Marin**

209-933-7065 Ext.2105  
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### **HUMAN RESOURCES DEPARTMENT**

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