



Substitute Employment Process

The classified substitute service includes assignments in clerical, instructional, childcare, and teaching assistant positions that do not require a state credential. To join the classified substitute service of SBCEO, each candidate completes a comprehensive process.

Application

To be considered for a substitute assignment in the classified service, complete our online application. We accept applications on a continuous basis.

Non-Discrimination Policy

The County Board of Education is determined to provide County Education Office employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. No County Education Office employee shall be discriminated against or harassed by any co-worker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or the employee's association with a person or group with one or more of these actual or perceived characteristics.

Substitute Employment Examination

Substitute assignments in some positions may require the candidate to earn a passing score on a multiple-choice proficiency exam. The exam may also be required if SBCEO is unable to verify that the candidate meets the minimum requirements for the classification.

Pre-Employment Requirements

Candidates must meet specified pre-employment requirements prior to being placed on the substitute list. Costs associated with completing any of the requirements are the responsibility of the candidate.

The following requirements apply to all jobs:

Live Scan

Candidates must submit their fingerprints to the California Department of Justice for a criminal history check. Candidates may go to the Live Scan provider of their choosing.

Tuberculosis Screening

Candidates must provide proof that they are free of active tuberculosis (TB) infection.

Mandated Training

Candidates hired for non-supervisory jobs must complete a state-required, one-hour online training on Sexual Harassment Prevention and another training on Child Abuse Reporting.

I-9

Candidates must complete this federally required form and provide appropriate documentation that demonstrates a candidate's authorization to work in the United States.

The following additional requirement may also apply, depending on the assignment a substitute candidate has been offered or applied for:

Immunizations

Substitute assignments in positions that provide service in early education settings must provide evidence of vaccinations, or acceptable alternate, for pertussis (whooping cough), measles, and influenza (flu).