

CLASSIFIED SUBSTITUTE INFORMATION SHEET

<http://www.kernhigh.org> (Personnel Division/Substitute)

Kern High School District (KHSD) is hiring substitute's on-an-as-needed basis, applications will be accepted and considered periodically. The following are guidelines and requirements substitutes need to be aware of.

1. Substitute Employment Application must be on file.
2. Department of Justice and FBI fingerprint (FP) background check is conducted on all applicants. When hired pick up a Live-Scan form at the KHSD Personnel Office and pay \$51.00 in cash, at which time you bring your original identification and social security card, when you come in for prints you will choose a location to scan your prints from a list provided to you. Each location charges a scanning fee of \$12.00 to \$20.00.
3. Verification of Freedom from Tuberculosis (TB) which is valid for 4 years
4. Documents required for specific positions must be on file. If you are applying for a position listed below you must submit or have on file the required document.
5. A pre-employment physical (provided by KHSD) is required of Campus Security and Instructional Assistant Special Needs/Mobility Aide (IASPN). In addition, Special Education requires and provides IASPN training.

Substitutes are **paid at an hourly rate** specified for their job classification based on the Classified Salary Schedule at Step 1. Entry level substitute positions include:

Instructional Assistants (IA) paid at \$12.20; **Special Needs/Mobility** \$12.80 completion of the 12th grade is required, certification of proficiency in basic reading, writing and mathematical skills must be submitted.

If your California Diploma is dated prior to 1981 or you have the GED, you must take the KHSD Bakersfield Adult School Proficiency Test for IA. Tests are given the 3rd Tuesday of each month except for June, July and December. Call 835-1855 for specific information.

Attendance Clerk, paid at \$1311 training is provided, experienced workers, office skills required.

Campus Security, paid at \$14.81 requires a current driver's license and a SB 1626 Campus Security Certificate

Clerical Specialist, paid at \$12.80 (2 yrs exp req.) you must have a current typing certificate for 40 WPM which is valid for 2 years. Clerical Assist. no exp. req. paid \$11.32

Community Work Experience IA (CWEXIA), paid at \$12.48, also requires the DMV H6, a 10 year driving record, cannot have more than two points against you.

Pre-school Instructional Specialist, paid at \$12.80, 12 Child Dev. Semester Units is required; Infant Care Aide, paid at \$10.78, child dev. units not required but preferred contact Bakersfield Adult School @ 835.1855.

- **Substitutes are hired on an as needed basis** with no guarantee of how long or how often you will work. *There is no work available during the winter, spring or summer recess period, keep a record of time worked.*
- **Payday** is always the 15th day of the month based on all work performed the previous month. Pay warrants are mailed to your home address. Subs may set-up direct deposit. Remember to keep a record of your time worked.
- Substitutes **report to the School Office Supervisor** at the main office for authorization to be on campus, arrive at least 15 minutes before the start of the job for a time card and instructions.
- Substitutes are not considered part of the regular classified service and therefore are **not entitled benefits**. However, if you work 20 consecutive days in one position including the day before and the day after the holiday, you will receive holiday pay.
- In lieu of Social Security the District contributes into SISC Defined Benefit. Medicare will be withheld from your pay.
- Upon completing 1000 hours classified substitutes qualify for California Public Employees Retirement (CALPERS) Contributions of 7% of your pay.
- You **may apply** for any permanent position posted, EXCEPT (not) those designated as, "Open to Kern High School District Regular Employees only."
- Failure to comply with the Kern High School District's policies, rules, and regulations, will be cause for termination.
- As a substitute, you must be registered and trained in the use of CASE (*Computer Assisted Substitute Employment calling system "Casey"*).
- Absences are entered by the employee into CASE which creates job assignment requests. Those job assignments are processed then CASE calls qualified substitutes during the defined call-out times.
- All substitute assignments are to originate through CASE or the CASE operator with the exception of Food Services 827-1390, M& O 827-3181, and Transportation 827-319.