

As a substitute with RCOE, we offer assignments in the following areas:

Classified Substitutes:

- ▶ Accounting Clerk
- ▶ Building and Grounds
- ▶ Campus Security Supervisor
- ▶ Certified Sign Language Interpreter
- ▶ Clerical
 - Office/School Clerk
 - Office/School Secretary
- ▶ Custodian
- ▶ Food Service Worker
- ▶ Instructional Assistants
 - Alternative Education (Title I)
 - CalSAFE, Level II
 - Correctional Education
 - Early Head Start, Level IV
 - Head Start, Level IV
 - Sign Language Interpreter
 - Special Education
 - State Preschool, Level III

Teaching (Certificated) Substitutes:

- ▶ Correctional Education
- ▶ Special Education
- ▶ Career Technical Education (CTE)*
- ▶ CalSAFE (school-age-family education)
- ▶ Early Head Start
- ▶ Head Start

**CTE teaching requirements: three years verifiable industry experience (at least one year must be within the last five years or two years within the last ten years) and a high school diploma or GED.*

Rate of Pay:

Please see applicable job posting

Hiring Process

To be considered for a substitute position you will need to apply online at www.rcoe.us when positions are posted.

Candidates who meet the minimum qualifications will be invited to test (if applicable) and interview. Reference checks will be completed by RCOE prior to being offered a substitute position.

If you are selected to be a substitute employee, you will be invited to complete the substitute employee new-hire process. The following materials will be needed to complete the substitute new hire process:

Certificated Substitutes

- ▶ Valid state/federal issued identification.
- ▶ Social Security card.
- ▶ Official transcript showing bachelor's degree.
- ▶ Negative TB test results administered within the last 60 days.
- ▶ Completed Health Screening Report (physical) signed by your doctor.
- ▶ SB792 requires the following immunizations for those working at child care programs:
 - Pertussis (Whooping Cough)
 - Measles
 - Influenza (annually)
- ▶ Money order made payable to RCOE for employment and/or credential/permit fingerprinting in the following amount:
 - \$101 – if you have never applied for a credential/permit in California or do not hold a Certificate of Clearance or
 - \$52 – if you hold a California credential/permit.

Classified Substitutes

- ▶ Valid state/federal issued identification.
- ▶ Social Security card.
- ▶ High school diploma, GED Certificate, or an AA degree or higher (must have an official transcript) if applicable to the position.
- ▶ Negative TB test results administered within the last 60 days.
- ▶ Completed Health Screening Report (physical) signed by your doctor.
- ▶ SB792 requires the following immunizations for those working at child care programs:
 - Pertussis (Whooping Cough)
 - Measles
 - Influenza (annually)
- ▶ Money order for \$69 made payable to RCOE for employment fingerprinting.

All substitute jobs are on a day-to-day, as-needed basis and there is no guarantee of work.



Division of
Personnel Services

SUBSTITUTE Recruitment



Revised 12/16

Substitute Unit
(951) 826-6522
FAX [951] 826-6929

The role as a substitute with the Riverside County Office of Education (RCOE) is a challenging one which provides opportunities and rewards associated with assisting in delivering RCOE's programs to develop students' potential. Whether it is in the classroom or an office setting, substitute contributions are critical to student achievement. Our programs encompass areas such as Riverside, Murrieta, Indio, Mecca, and El Centro which are in Riverside and Imperial counties.

RCOE programs and student population consist of:

Special Education

Special Education provides programs and services for students with developmental, emotional, and physical disabilities in school districts throughout Riverside County. The students served in county programs attend classes in local schools and are provided with a quality education in the least restrictive learning environment to meet the individual needs of the children. Services provided include those necessary to meet the needs of children who are deaf or hard of hearing, as well as those with visual impairments.

Note: As a substitute in a special education classroom, you may be required to do lifting and diaper changing of the students.



Alternative Education

▶ Court Schools

The court school educational programs are designed to increase students' basic skill level in reading, writing, and mathematics; to provide opportunities to complete high school graduation or General Education Development (GED) test requirements.

▶ Community Schools

Students in community schools are placed by the probation department, by the student's local school district, or by parent request under special placement factors. Community school placement factors could include: credit deficiency; multiple suspensions or signs of difficulty in school; concern on the part of the parent that their son/daughter is not succeeding; and/or other factors identified by school personnel, probation department, or family.

▶ Juvenile Hall

Through personalized and self-paced instruction, the program encourages students to work toward completing a high school education, GED test or California High School Proficiency Examination and become successful citizens in society. Students are placed in court schools by the juvenile justice system.

▶ Teen Parent Program

This program serves pregnant and parenting students, including parenting young men, who have not completed high school. Students receive an appropriate academic program, as well as preparation for childbirth and parenting, career information and/or career technical education, agency referrals for health and social services, and a supportive atmosphere and networking system to meet the students' individual needs. Childcare is available for infants, toddlers, and preschoolers of students who are enrolled in the program. *Note: As a substitute instructional assistant in this program, you will be working with the teen parents and their children in the Infant/Toddler classroom.*

Career Technical Education (formerly ROP)

Career Technical Education (CTE) is an accredited career/technical training program. Each year the program serves more than 22,558 high school students and adults in more than 553 class sections in 43 career areas and more than 2,000 local businesses, hospitals, offices, restaurants, day care centers and other places of employment.

Early Childhood Education

Head Start (HS) and Early Head Start (EHS) are child development programs serving children and their families in Riverside County. The programs are funded through a Department of Health and Human Services Head Start Office federal grant. Both programs promote school readiness by enhancing the social and cognitive development of children in low-income families through the provision of health, educational, transportation, nutritional, social, and other services based on family needs assessments.



Migrant Head Start

Migrant Head Start is a child development program serving farm worker children and their families in the Coachella and Imperial valleys (Riverside and Imperial counties) through family day care homes (FCCH) and center based services. The program is funded through a Department of Health and Human Services' Head Start Office federal grant and supplemented with Imperial County Children and Families First Commission funding. Migrant Head Start promotes school readiness by enhancing the social and cognitive development of children of low income families through the provision of health, educational, transportation, nutritional, social and other services based on family needs assessments.

Children's Services Unit

The Children's Services Unit (CSU) provides childcare and development services for Riverside County families.