

TO APPLY FOR THIS POSITION, Applicants must submit a completed EdJoin online application and attachments via: [WWW.ACOE.ORG/JOBS](http://WWW.ACOE.ORG/JOBS) by 11:59 PM on the posted closing date. Resumes will not substitute for completing the EdJoin Online Application. Examination Procedures: The examination will consist of test parts that relate to the job performance. These may include a written examination, a skills performance test, a comparative evaluation of education and experience, and/or an oral examination before a Qualifications Appraisal Board. All oral examinations are electronically recorded. An overall passing score of 70% is required for placement on the eligibility list. Accommodation Requests: As required by law, reasonable accommodation will be made to ensure the participation of qualified disabled applicants in the examination procedures. Disabled applicants must submit their needs in writing at the time of application. If necessary, the Personnel Specialist will contact the applicant to discuss, clarify, or if necessary, deny the request if it is determined to be "unreasonable". Hearing-impaired individuals should contact the California Relay Service (CRS) at 1-800-735-2929, then notify the Personnel Specialist at (510) 670-4134. A failure to contact CRS within the specified timeline may result in an inability to accommodate. Communications: All applicant communications will be sent via email from [no-reply@edjoin.org](mailto:no-reply@edjoin.org) to the email address listed on the application submitted. Please make sure that you check your spam/bulk mail regularly. Eligibility and Appointments: Names of successful applicants are placed on an eligibility list (approved by the Personnel Commission) in order of their final scores. The persons with the three highest ranks are certified to each vacancy. The department with the current vacancy may appoint one of these eligible. Those not selected will have their names returned to the eligibility list, and may be certified to the next vacancy. Eligibility lists are valid for one year, unless otherwise stated. Background Investigation: California law requires public educational employees to be fingerprinted (through DOJ/FBI LIVESCAN) at the time of appointment and a criminal record check must be completed preceding the starting date of employment. All convictions must be declared and explained on the application. Health Requirement: A person shall not be initially employed by a school district, or employed under contract, in a certificated or classified position unless the person has submitted to a tuberculosis risk assessment (administered by a health care provider) within the past 60 days (AB 1667). We reserve the right to make any changes to the announced examination components.

Contact Personnel Commission Services Office for more information:

Alameda County Office of Education, 313 West Winton Avenue. Hayward, CA 94544-1136

Phone Number: (510) 670-4134 • Fax: (510) 670-3726

#### EQUAL OPPORTUNITY EMPLOYER

The Alameda County Office of Education prohibits discrimination, harassment, intimidation and bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions) sexual orientation, religion, color, national origin, ancestry, immigration status, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.