

# SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



## **CLASSIFIED POSITION VACANCY SUBSTITUTE FOR SUB SERVICE Internal Job Post**

**POSITION:** Sub Service: 2 hours per day (1 hour at 6:00 am and 1 hour at 8:00 pm)  
**\*\*SUBSTITUTE POSITION FOR UP TO ONE MONTH\*\***

**SALARY:** \$17.96 – \$25.55 per hour (depending on experience)

**JOB SUMMARY:** Under the supervision of the Superintendent, structures and operates the substitute teacher service for the school district. This position requires you to retrieve messages from our sub service line and call substitutes to fill any need for teacher absences. Establish and maintain cooperative relationships with those contacted to work.

**Offers of employment subject to:**

- Fingerprint clearance

**QUALIFICATIONS:** High school education or recognized equivalent. Ability to maintain highest level of confidentiality. Must have strong organizational and communication skills. The willingness to be available at 6:00 AM and evenings to take messages off the District answering machine from Sunday evening through Friday.

**TO APPLY:** Current employees of Shoreline Unified should submit a letter of interest with your qualifications to the District Office by application deadline.

**APPLICATION  
DEADLINE:**

Submit letter of interest to the district office by Wednesday, September 20, 2017