



# Geyserville Unified School District

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(707) 857-3592

Excellence in Grades PreK-12  
Small Town - Small Schools - Big Futures!

## Classified Position Announcement: Substitutes Needed! Application Deadline: Until Filled

The Geyserville Unified School District is looking to create an outstanding pool of substitute staff to work in the following areas:

**\*Food Services\***

**\*Custodial Services\***

**\*Clerical Services\***

**\*Aides\***

**\*Van Driver\***

The positions may serve at either Geyserville Elementary School, Geyserville New Tech Academy or both, depending on each day's need. A focused goal of our district is to provide the leadership needed to ensure that systems and operations run as smoothly as possible. This enables staff and students at Geyserville schools to go about exemplary teaching and learning. Substitutes are a key component to that equation.

### Employment Requirements:

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|---------------------|--|
| Food Services:      | Knowledge of sanitation and safety requirements; ability to effectively communicate in English; and basic math skills and record keeping.  |
| Custodial Services: | Knowledge of safe practices related to basic housekeeping and daily sanitation of rooms and buildings; housekeeping or custodial experience desired.   |
| Clerical Services:  | Clerical training and experience highly desired; ability to handle multiple communication and organizational tasks with accuracy, such as use of correct grammar and filing principals; ability to communicate effectively in both English and Spanish is highly desired, but not required; strong ability to maintain confidentiality of information. |
| Aides:              | Ability to assist students in various activities such as completing assigned lessons or playing safely on the playground; experience working with children of all ages and backgrounds; confidence and patience.   |
| Van Driver:         | Clear driving record; ability to follow oral and written directions; and ability to maintain order among students.   |

Applicants for all positions should have a positive and flexible attitude, which includes an appreciation of the educational process of children and youth. Full position specific job descriptions are available upon request. Task-specific training is provided upon being placed on the regular sub list and prior to first assignment.

### Salary, Schedule & Benefits:

- Salary is dependent on the position worked.  
If hired, you may qualify to work in multiple areas.
- Currently, the substitute rate for **Aides and Clerks** is **\$18.89** per hour, the substitute rate for **Custodial, Food Service and Van Drivers** is **\$20.26** per hour (C-13). Limited benefits may be available.
- Hours per day will always vary, between one (1) and eight (8) hours, depending on the specific assignment, which may or may not be known ahead of the time a substitute is called for assignment.

### To apply, please submit the following:

**In-House:** Letter of Interest

**Outside:** District Classified Application  
Cover Letter (indicating experience and interest in position);  
Resume can be submitted as an addition to cover letter.  
Two (2) Job Related Letters of Reference (dated within the past 2 years)  
Copy of Valid CPR/First Aid Card or Certificate

Documents can be mailed or delivered to: Shannon Marckx, HR Coordinator  
c/o Geyserville USD  
1300 Moody Lane  
Geyserville, CA 95441

### Other Requirements:

**Fingerprinting:** In accordance with AB 1610 & 1612, Chapter 452 & 840, all employees must complete fingerprint background clearance through the California State Department of Justice prior to beginning work.

**TB Test:** Before employment and beginning work for this District, you will be required to file evidence of having had a tuberculosis examination (Intra-dermal skin test) with a negative result.  
Medically verified positive skin test results require a chest x- ray.  
You will be responsible for the cost of this test.

**Work Authorization:** As required by the Immigration Reform and Control Act of 1986, all persons offered employment must provide the District with documents that established their identity and employment eligibility.

**Post Offer/Pre-Employment Physical:** Employment in positions of custodial work, food services, special education and transportation require applicants to take and successfully pass a P.O.P.P. with a medical office appointed by the district.  
The district will pay the cost of the P.O.P.P. test for eligible candidates.

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