

READ AND KEEP
AVUHSD NON-TEACHING SUBSTITUTE APPLICATION at
www.EDJOIN.org

Submit a Complete AVUHSD CLASSIFIED SUBSTITUTE AS-NEEDED NON-TEACHING Application online at Edjoin and attach a professional letter of reference and a resume AT MINIMUM. If recommended, you will need to provide proof of high school graduation by providing your high school diploma/GED prior to hire.

Sub work is strictly temporary, on an as-needed basis of ZERO to 40 hours per week and is subject to end at any time at District discretion. There is NO guaranteed amount of work.

There is NO guaranteed employment processing time. Sub work does NOT “roll over” or “turn into” permanent employment.

You will be responsible for fees to process. The fees are non-refundable regardless of clearance status. Do not proceed on your own until directed to do so as you must submit the proper payment method and use the agency approved forms. Test, Drug Screens, Fingerprints and/or clearances obtained from other agencies can not be accepted.

ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT WORKFORCE DIVERSITY

Diversity is one of the defining strengths of America, and the diversity of the Antelope Valley Union High School District workforce is essential in the preparation of our students with academic, technical, and work-related skills necessary for success in the 21st century. To accomplish this undertaking, it is essential that we have a workforce that reflects the diversity of the community we serve and educate. The Antelope Valley Union High School District is committed to recruiting, hiring, and retaining highly qualified employees who not only represent our community, but are also dedicated to creating a culture of inclusion that values each individual and promotes collaboration and fairness. The Antelope Valley Union High School District is committed to offering an employment and educational environment free from discrimination with respect to race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, actual or perceived sexual orientation, or any other unlawful consideration.

EQUAL OPPORTUNITY EMPLOYER

COMPLETING A CLASSIFIED SUB APPLICATION:

1. Use only the application ONLINE AT www.EDJOIN.org
2. See that your application form is complete and correct AND has the minimum required attachments before you submit it.
4. SUBMIT **ONE** APPLICATION AND CHECK THE BOXES BY THE TYPE(S) OF SUB YOU ARE INTERESTED IN AND QUALIFIED FOR.
5. Incomplete or Late applications shall not be considered.

CITIZENSHIP: All applicants must be citizens of the United States or meet the provisions of the Immigration Reform and Control Act of 1986 which requires verification of employment eligibility. If employed, you will be required to satisfactorily complete the U.S. Dept. of Justice Employment Eligibility Verification Form I-9 and submit appropriate documentation as evidence of identity and employment eligibility.

MINIMUM REQUIREMENTS The minimum requirements are noted in the vacancy notice. The information you give on the application will be subject to review and verification. **ONLY QUALIFIED APPLICANTS WILL BE CONSIDERED FOR EMPLOYMENT.**

RECORD OF CRIMINAL CONVICTIONS Having a record of criminal convictions will not necessarily disqualify you for a position with the Antelope Valley Union High School District. Each case involving criminal records will be considered individually. However, a false or incomplete answer may result in rejection of your application or dismissal from employment. Employment offers are contingent upon fingerprint clearance. Fingerprints will be submitted to the Federal Bureau of Investigation and/or the California Department of Justice for conviction history, along with an order to notify the District of all subsequent arrest information.

LISTING OF EXPERIENCE/INTERVIEW When filling out the complete application, include all experience in order to determine whether you meet the minimum requirements for the position(s) for which you have applied. It will be necessary for you to list separately the payroll title for each job at which you have been employed as well as telephone numbers for the purpose of contacting past employers. Also specify the dates at which you served on each job. A separate page may be added to the application form for additional information. **References of all recommended candidates will be investigated and verified before any offer of employment is made.** You must attach a verifiable letter of reference from a current or former employer FROM OUTSIDE the AVUHS District. **ALL SUB APPLICANTS MUST PROVIDE THE REFERENCE LETTER and RESUME WHEN SUBMITTING THE ONLINE APPLICATION. IF RECOMMENDED FOR HIRE, YOU WILL BE REQUIRED TO PRESENT THE DISTRICT WITH A COPY OF YOUR HIGH SCHOOL DIPLOMA/GED PRIOR TO HIRE.**

IF OFFERED EMPLOYMENT, YOU WILL BE REQUIRED TO:

-Submit to fingerprint testing through the California Department of Justice and/or the F.B.I. (please note, if offered employment and once instructed to do so, it will be the candidate's responsibility for any costs to *digitally scan, or to ink/roll the fingerprints* onto a district provided fingerprint card, AVUHSD will pay for further processing through the CA DOJ/FBI)

-Submit to Drug/Substance Use testing and a physical examination as required for the particular position. *(Applicant pays fee)*

-Present evidence by Mantoux tuberculin test of freedom from tuberculosis every four years. The first TB test will be included in the Pre-Employment Physical.

-Take an oath or affirmation of allegiance.

-Show social security card and driver license with correct name (or other appropriate documentation) to verify employment eligibility and for payroll purposes.

-Show valid completion of High School Diploma or GED prior to hire.

All offers of employment are contingent upon successful fingerprint clearance and completion of any required preemployment drug test and physical examinations. Applicants may be required to hold and maintain a valid California Motor Vehicle Operator's License and provide the District with a Department of Motor Vehicles report of a satisfactory driving record. To the extent that your job classification requires CPR and First Aid certification, it will be the employee's responsibility to maintain this certification on a regular basis.

SUB AIDE/CLERICAL PHYSICAL ABILITY: Visual abilities include close vision, distance vision, peripheral vision, depth vision and ability to adjust focus. Ability to receive detailed information through oral communication, and to make the discriminations in sound. Able to bend body downward and forward by bending spine at the waist. Able to sit, stand, kneel, and walk. Able to remain sedentary for sustained periods of time. Able to extend hand(s) and arm(s) in any direction. Able to apply pressure to an object with the fingers and palm. Able to ascend and descend ladders, stairs, scaffolding, ramps, using feet and legs and/or hands and arms. Able to raise objects up to twenty (20) pounds from a lower to a higher position or moving objects horizontally from position-to-position. Able to exert up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently, and/or a negligible amount of force constantly to move objects. Able to operate office machines and equipment, including but not limited to, computer, keyboard, copy/facsimile machine, calculator, in a safe and effective manner.

SUB PARAEDUCATOR PHYSICAL ABILITIES: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. Able to conduct verbal conversation in English, and other designated language. Able to hear normal range verbal conversation (approximately 60 decibels). Able to sit, stand, stoop, kneel, bend and walk. Able to sit for sustained periods of time. Able to kneel or squat for extended periods of time. Able to climb slopes, stairs, steps, ramps and ladders. Able to lift up to 60 pounds frequently, and 70 pounds occasionally. Able to carry up to 60 pounds frequently, and 70 pounds occasionally. Able to push and pull objects weighing up to 60 pounds. Able to sustain strenuous manual labor for 8 hours. Able to exhibit full range of motion for shoulder external rotation and internal rotation. Able to exhibit full range of motion for shoulder abduction and adduction. Able to exhibit full range of motion for elbow flexion and extension. Able to exhibit full range of motion for shoulder extension and flexion. Able to exhibit full range of motion for back lateral flexion. Able to exhibit full range of motion for hip flexion and extension. Able to exhibit full range of motion for knee flexion. Able to demonstrate manual dexterity necessary to operate a computer and other classroom equipment in a safe and efficient manner. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing and eating, operate a computer or assist staff with catheterization and toileting procedures. Able to operate a motor vehicle in a safe and effective manner.

SUB PARAEDUCATOR SPECIAL INFORMATION: Some sub positions may require the availability of private transportation. Some positions may require the ability to lift or move pupils who weigh up to 50 pounds. The employee may be required to use a multi-person lift or learn the use of mechanical lifting equipment to lift or move pupils who may weigh in excess of 50 pounds, or a pupil of a weight who may present other lifting problems. Some assignments may require constant attention of protecting physical safety in a classroom where pupils, because of assaultive or self-abusive tendencies could cause serious injury to themselves or others.

SUB CAFETERIA WORKER PHYSICAL ABILITIES: Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. Able to conduct verbal conversation. Able to hear normal range verbal conversation (approximately 60 decibels). Able to sit stand, stoop, kneel, bend and walk. Able to stand on hard flooring for sustained periods of time. Able to walk on hard flooring for sustained periods of time. Able to climb slopes, stairs, steps, ramps and ladders. Able to lift up to 40 pounds frequently. Able to carry up to 40 pounds frequently. Able to push and/or pull a variety of tools and equipment weighing up to 40 pounds. Able to sustain strenuous manual labor for eight hours. Able to exhibit full range of motion for shoulder external rotation and internal rotation. Able to exhibit full range of motion for shoulder abduction and adduction. Able to exhibit full range of motion for elbow flexion and extension. Able to exhibit full range of motion for shoulder extension and flexion. Able to exhibit full range of motion for back lateral flexion. Able to exhibit full range of motion for hip flexion and extension. Able to exhibit full range of motion for knee flexion. Able to work at various elevated heights in a safe and effective manner. Able to work in a wide range of temperatures. Able to work with chemical agents in a safe and effective manner without allergic reaction. Able to operate food preparation utensils, machinery and equipment in a safe and effective manner. Able to collect currency and make change.

SUB CUSTODIAL PHYSICAL ABILITIES: Visual ability to read handwritten or typed documents and instructions. Able to conduct verbal conversation. Able to hear normal range verbal conversation (approximately 60 decibels). Able to sit, stand, stoop, kneel, bend, and walk. Able to climb slopes, stairs, steps, and ladders. Able to push and/or pull a variety of tools and equipment weighing up to 40 pounds. Able to lift up to 40 pounds frequently. Able to carry up to 40 pounds frequently. Able to sustain strenuous manual labor for 8 hours. Able to exhibit full range of motion for shoulder external rotation and internal rotation. Able to exhibit full range of motion for shoulder abduction and adduction. Able to exhibit full range of motion for elbow flexion and extension. Able to exhibit full range of motion for shoulder extension and flexion. Able to exhibit full range of motion for back lateral flexion. Able to exhibit full range of motion for hip flexion and extension. Able to exhibit full range of motion for knee flexion. Able to work at various elevated heights in a safe and effective manner. Able to work in restricted spaces in a safe and effective manner. Able to work with chemical agents in a safe and effective manner without allergic reaction. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner. Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.

SUB SECURITY PHYSICAL ABILITIES: Visual ability to read handwritten or typed documents and instructions. Able to conduct verbal conversation. Able to hear normal range verbal conversation (approximately 60 decibels). Able to sit, stand, stoop, kneel, bend and walk. Able to stand for sustained periods of time. Able to walk for sustained periods of time. Able to climb slopes, stairs, steps, ramps and ladders. Vision which allows accurate observation from a distance. Able to lift up to forty pounds. Able to carry up to forty pounds for extended distances. Able to exhibit full range of motion for shoulder external rotation and internal rotation. Able to exhibit full range of motion for shoulder abduction and adduction. Able to exhibit full range of motion for elbow flexion and extension. Able to exhibit full range of motion for shoulder extension and flexion. Able to exhibit full range of motion for back lateral flexion. Able to exhibit full range of motion for hip flexion and extension. Able to exhibit full range of motion for knee flexion. Able to work in a wide range of weather conditions. Able to perform non-violent crisis intervention procedures. Able to push and/or pull a variety of tools and equipment weighing up to 60 pounds. Able to sustain strenuous manual labor for 8 hours. Able to operate a variety of vehicle in a safe and effective manner. Able to work at various elevated heights in a safe and effective manner. Able to work in restricted spaces in a safe and effective manner. Able to work with chemical agents in a safe and effective manner without allergic reaction. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner. Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.

Clearances and Fees

After a recommendation for employment is made, all candidates are required to submit to fingerprint testing and drug screen. You will be required to pay for the service. The AVUHSD Personnel Office will submit the fingerprints to the California Department of Justice and/or Federal Bureau of Investigation for analysis*. The present rates are \$32 for DOJ only, OR \$51 for DOJ and FBI.

The Personnel Office technician will set an appointment with you to have your fingerprints recorded via "Livescan". This process requires prior authorization and proper forms. Do not proceed unless you have been directed to do so by the Personnel Office. All offers of employment are contingent upon successful clearance as required by California law.

Please note school site volunteers will also be required to pay for the livescan service.

*FBI: Any candidate must submit to FBI if you have resided outside the state of California for more than one year. Do not proceed unless you have been directed to do so by the Personnel Office. Please be advised that all Security staff will also be required to submit fingerprints to the Federal Bureau of Investigation in addition to the California Department of Justice.

The technician will also arrange an appointment for the employment candidate to have a drug screen. You will be required to pay for this service. The present fee is \$46. This also requires prior authorization and proper forms. Do not proceed until directed.

Non-teaching classification types including, but not limited to, Paraprofessional, Aide, Custodian, Cafeteria, Maintenance, Groundskeeper and Security must also submit to a complete pre-employment physical. At this time, the district will pay for this process through the contracted medical provider. Do not proceed until directed. Please note this is subject to change.

Please note, AVUHSD does not make any money nor profit. The rates listed are the fees as charged by the state or medical agency, and are subject to change. We accept money orders only and the technician will advise you the correct amount to obtain on the money order. (For security purposes we do NOT accept cash, no personal checks, no private company checks, no atm/debit, no credit cards). If you have any questions, please do not hesitate to contact a Personnel Services Office technician. We look forward to speaking with you!