

*Siskiyou County Office of Education Clearing House
609 South Gold Street
Yreka CA 96097*

**Substitute Teacher Assistant/Aide
2018/2019 SCOE Registration**

If you are interested in substituting as a Teacher Assistant or Aide in Special Education, State Preschool or Early Head Start classrooms at the SCOE this year, please complete the information below and return to the address above or via fax (530-842-8436), Attention: Human Resources.

Name: _____
(Last) (First) (Middle Initial)

Mailing Address: _____
(Number/PO) (Street) (City/State/Zip)

Telephone No. (Home): _____ Telephone No. (Other): _____

Credential or Permit Held, if applicable: (Not required)

Type: _____ Expires: _____

Type: _____ Expires: _____

Classroom Preference: (Mark one or more)

_____ Special Education Requirement: AA degree or higher, or Local assessment test

_____ State Preschool Requirement: Minimum 6 ECE units (Early Childhood Education)

_____ Early Head Start (EHS) Requirement: Minimum 6 ECE units or authorization of program director

Employment: **All substitutes are required to have on file with the SCOE:**

- SCOE Employment Application
- Fingerprint clearance (prior to employment)
- W-4 Employee's Withholding Allowance
- I-9 Employment Eligibility Verification
- PROOF OF NEGATIVE TB TEST (EVERY 4 YEARS)
- Proof of yearly "Mandated Reporter" training (**training must be taken after July 1st**)

Compensation: Substitutes for Teacher Assistants and Aides in SCOE classrooms are paid at the hourly rate equivalent to Step 1 of the appropriate classified/EHS salary schedules. Substitutes for State Preschool Teachers and Associate Teachers with Child Development Permits are paid the hourly rate equivalent to Step 1 of the appropriate certificated salary schedules.