



Geyserville Unified School District

Classified Substitutes

The Geyserville Unified School District is looking to create an outstanding pool of substitute staff for both Geyserville Elementary School and Geyserville New Tech Academy. A focused goal of our district is to provide the leadership needed to ensure that systems and operations run as smoothly as possible. Substitutes are a key component.

Position	Requirements
Food Services	Knowledge of sanitation, safety requirements, ability to effectively communicate in English, 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 at gusd.com/html/employee. 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

Public:

1. District Classified Application
2. Cover Letter (indicating experience and interest in position)
3. Resume
4. Two (2) Job Related Letters of Reference (dated within the past 2 years)
5. Copy of Valid CPR/First Aid Card or Certificate

Documents can be mailed or delivered to:
Executive Assistant to the Superintendent
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	Provide Intra-dermal TB skin test with a negative result OR Medically verified positive skin test results with a chest x- ray. (At the expense of the potential substitute)
Work Authorization	As required by the Immigration Reform and Control Act of 1986, all people offered employment must provide the district with documents that established their identity and employment eligibility.
Post Offer/ Pre-Employment Physical	Employment in 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.

Updated 5/27/26

The Geyserville Unified School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.