

Employment Information

THE RECRUITMENT PROCESS

Applications are screened for minimum qualifications after the closing date. All applicants will be notified regarding the status of their application. Qualifying candidates will receive information regarding the assessment process.

Candidates who submit application packets containing all requested materials and meet the minimum qualifications will have their applications remain on file, and will be notified of vacancies in the classification for up to one year.

GENERAL INFORMATION:

Salary Placement

Placement on the salary schedule will be determined by the employee's verified education and prior experience. For Certificated staff a maximum of ten years' prior teaching experience will be recognized by the District. For Classified staff three years experience will be recognized by the District.

Application Procedure

Certificated & Certificated Substitutes

In order to be considered for a certificated position for Fort Bragg Unified School District, the following documents must be submitted:

- Completed Fort Bragg Unified School District Application
- Cover Letter
- Resume
- College Placement File or 3 letters of reference
- Copy of All Credentials (front and back)
- A copy of CBEST transcript
- College Transcripts

If offered employment the candidate must submit:

- A copy of a negative TB Test (less than 4 years old)
- Completed fingerprint forms
- Money order made payable to MCOE (substitute teachers only)

Certificated substitutes work on an on-call, as needed basis. There is no guarantee how many assignments per week you will work, nor is there a guarantee that you will be hired as an employee. As a sub you are assigned to fill the position of a regular employee who is absent from service. Certificated substitutes are subject to specific assignments, transfers, or termination of assignments at the discretion of the District. A Certificated Substitute Handbook is available for your reference.

Classified & Classified Substitutes

As a classified substitute the following documents must be submitted with the application:

- A completed FBUSD Classified Employment Application
- A copy of a negative TB Test (less than 4 years old)
- A completed fingerprint form
- Paraprofessional Proficiency Exam Verification of Passing

Substitutes will work on an on-call, as needed basis. There is no guarantee how many hours per week worked, nor is there a guarantee that you will be hired as an employee. Classified Sub's are assigned to fill the position of a regular employee who is absent from service. Classified substitutes are subject to specific assignments, transfers, or termination of assignments at the discretion of the District. A Classified Substitute Handbook is available for your reference.

Coaching

As a Coach candidate the following documents must be submitted with the application:

- A completed FBUSD Coaching Application Form
- Title V Regulations checklist
- A copy of a negative TB Test (less than 4 years old)
- A completed fingerprint form