NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent

June 22, 2022

ANNOUNCEMENT OF CLASSIFIED POSITION VACANCY

POSITION AVAILABLE: Substitute Instructional Assistant On-Call, As Needed Basis- County wide

STARTING DATE: 2022-2023 School year

SALARY: $15.03-$18.44

Classified rates for Substitute Assistants have changed to reflect the first step of the range of the position the substitute has accepted an assignment for.

GENERAL DESCRIPTION:
Substitute Teacher Aides may elect to work on-call in our child development centers, special education for infants, preschoolers, juvenile court & community school programs, and/or our career college readiness programs. Applicants may elect to work in American Canyon, Calistoga, Napa and/or St. Helena.

QUALIFICATIONS AND REQUIREMENTS:
Applicants must be able to orally communicate with good articulation, speech, and language; read, understand, and follow written and verbal instructions; and provide instructional assistance under the direction of a teacher. In the children’s centers, special education programs, and preschool centers some lifting, squatting, bending and toileting of children is required. Must be able to lift and assist the children demonstrated by completing a physical abilities test.

• Applicants must be eighteen (18) years old or older
• High School Graduate or the equivalent
• Criminal fingerprint background check through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI)
• TB Test or TB Risk Assessment within the last sixty (60) days
• Completion of POET test (pre-employment physical test)
• English/Spanish bilingual is a plus, but not required

APPLICATION PROCEDURE:
Apply online at http://www.edjoin.org. Complete the online application and scan/attach the required documents to your online application, which includes the following:

-Cover Letter
-Resume
-Three (3) Letters of Recommendation

Letters of Recommendation may also be mailed to:
Human Resources
RE: Classified Substitute
Napa County Office of Education
2121 Imola Avenue
Napa, CA 94559

Should applicants have any difficulties with the application process or need assistance, please email Humanresources@napacoe.org or call (707) 253-6818.

**After receiving a conditional job offer, successful applicants must provide proof of Full COVID vaccination and before reporting for onboarding. During the post-conditional offer process, any applicant who seeks a medical or religious
exemption from receiving the COVID-19 vaccination may contact the Human Resources Department at humanresources@napacoe.org

Napa County Office of Education is an Equal Opportunity Employer. State and federal law and Napa County Office of Education policy prohibit discrimination or sexual harassment toward students or staff during any educational activity. Napa County Office of Education does not discriminate on the basis of race, color, national origin, religion, gender, marital or parental status, sexual orientation, age, or handicap in its educational programs, activities, or the employment practices as required by Title VI of the Civil Rights Act, Title IX of the Educational Amendments, the Age Discrimination Act, Section 504 of the Rehabilitation Act, and the Vocational Educational Act. For information concerning the complaint procedure, call (707) 253-6624.