

Greenfield Union School District
493 El Camino Real ~ Greenfield, CA 93927
Becoming a Classified Substitute in GUSD

Classified Substitute Hiring Process:

1. EdJoin Application
2. *Pass the district basic skills test
3. Driver's License/State issued ID & Social Security Card (Originals, HR will make copies)
4. Fingerprints on file with GUSD
5. Current TB test (done in the last 60 days)
6. Complete mandatory training
7. New hire paperwork

The following job classifications **do not require** you to pass the district basic skills test, also known as the NCLB test:

1. Crossing Guard
2. Student Supervision
3. Campus Supervisor
4. Food Service
5. **Custodian: This position does require you to go through a paid training before you can be cleared to become a substitute for their department.**

*The following job classifications **do require** you to pass the district basic skills test, also known as the NCLB test:

1. Classroom Assistant
2. After School Program
3. Media Clerk
4. Health Aide
5. Office Clerk
6. Community Liaison
7. Secretary