Board of Trustees: Mrs. Melissa Yerxa Ortiz Mrs. Kathie Whitesell Mrs. Erin Steidlmayer Mr. Chris Mcallister Mrs. Kelli Griffith-Garcia



Substitute Search Process

Post Vacancy Colusa Unified School District Human Resources staff will prepare substitute vacancy materials and post vacancy on Edjoin.

Application Screening CUSD Human Resources will screen all Edjoin applications to ensure application validity. Valid/complete application packet consists of application and all other required documentation noted on advertisement (i.e. letter of introduction, resume, transcripts, credential/certifications, and letters of reference/recommendation).

Hiring Manager Notified • Substitute application is recommended to hiring manager by HR department based on document screening process.

Interview Session Hiring manager may choose to interview candidate or may choose to hire candidate based on application review. No formal interview committee is required for substitute applications.

Reference Checks

Hiring manager to complete professional reference checks.

Admin. Approval New hire is recommended by hiring manager for superintendent approval.

Announce Selection • New substitute hire is recommended for approval at the next regular board meeting. Substitute is added to appropriate substitute pool.