



SHASTA COUNTY OFFICE OF EDUCATION

APPLICATION PROCEDURE

Effective April 22, 2016, our certificated and classified applications, along with required attachments for all job vacancies (In House positions are excluded) must be submitted electronically through the EDJOIN website.

After completing the FREE EDJOIN profile, applicants can apply for multiple positions without having to fill out duplicate paperwork.

If you do not have access to the internet and/or need assistance on how to submit an on-line application, you may visit the Smart Business Resource Center.

Detailed information and instructions for submitting your on-line application are available on the EDJOIN web site (www.edjoin.org). If you are not already registered with EDJOIN, you will be prompted to select a username and password. You should save and protect this username and password for future access to EDJOIN. For help with the EDJOIN application site please contact the EdJOIN Help Desk at 888-900-8945.

All required documentation should be scanned or converted to .pdf format and included as attachments. If you do not have access to a scanner, one is available at the Smart Business Resource Center.

APPLICATION PROCEDURE:

- Submit a completed online application via EDJOIN.
- Submit a letter of introduction (not to exceed one page) stating educational background and experience as it relates to this position. (A resumé will not be considered a letter).
- Submit a current resumé.
- Submit other required documents as stated on the job posting.

ALL ITEMS MUST BE SUBMITTED ONLINE FOR A COMPLETE APPLICATION

Smart Business Resource Center

1201 Placer Street
Redding, CA 96001
Phone: 530-246-7911
Fax: 530-245-1504

Open

Monday, Tuesday, Thursday, Friday
8:00am - noon, 1:00-5:00pm
Wednesday
9:00am - noon, 1:00-5:00pm

EXCEPTION TO ONLINE PROCESS:

Paper applications will be accepted for the following Classified positions:

- Custodian I
- Educational Sign Language Interpreter I
- Educational Sign Language Interpreter II
- Educational Sign Language Interpreter III
- Instructional Assistant
- Lead Instructional Assistant
- Paraeducator
- School Bus and Vehicle Maintenance Technician
- School Bus Driver
- Site Liaison – After School Program
- Transportation Shop Assistant

Submit complete paper application packet in person or by mail to Shasta County Office of Education -
ATTN: Human Resources, 1644 Magnolia Ave., Redding, CA 96001.

NOTE: A successful candidate will be required to be fingerprinted (at SCOE expense).