

Delano Union School District

Office of Rosalina C. Rivera, Superintendent

Department of Human Resources

Dr. Jason Kashwer, Assistant Superintendent

1405 - 12th Avenue, Delano, California 93215

(661) 721-5000 x 00131 ~ Fax (661) 721-5014

REVISED

DECEMBER 21, 2022

REVISED

NOTICE OF VACANT POSITION

The Delano Union School District is now accepting applications for the following position.

Deadline is **OPEN UNTIL FILLED**

SUBSTITUTE CLERK

Work Site	-	Various
Work Days	-	On call as needed
Daily Hours	-	Hours / Shifts may vary
Pay Rate	-	\$22.32/hr.

Applicants who require reasonable accommodation to participate in the selection process should contact Human Resources to make the necessary arrangements in advance.

All candidates must submit a classified application and provide the following:

- Original High School Diploma or GED
- Valid CA Driver's License OR I.D.
- Original Typing Certificate (40 wpm) (Not more than one (1) year from original date issued. **Online certificates will not be accepted**)

If additional information is stated on your application; you will be required to provide original documentation at the time of submission (i.e.; college degree, transcripts or certificates). Applicants may be subject to other requirements and/or tests as outlined in the job description. Candidates may be subject to a pre-placement medical examination.

Application and job description may be obtained from the Human Resources Department at the District Office located at 1405-12th Avenue, Delano, CA.

***ANY APPLICANT WHO ATTEMPTS TO DIRECTLY CONTACT INDIVIDUAL
BOARD MEMBERS WITH THE INTENT OF INFLUENCING THE DECISION OF THE BOARD
WILL BE CONSIDERED DISQUALIFIED FROM CANDIDACY FOR THIS POSITION***

***Working Together For A Better Education -- The Delano Way!
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER***