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HUMAN RESOURCES DEPARTMENT

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SUBSTITUTE RECRUITMENT & SELECTION PROCESS

REQUIREMENTS:

Classroom Substitute for Pre-School Children

Six (6) units or more of CD/ECE from an accredited college/university or 4 months of ROP Training in a Child Development Program.

Salary: \$10.50 Per Hour

PROCEDURES:

1. Complete NHA employment application and bring to the Substitute Round-Up. The purpose of Round-Up day is to recruit and select substitutes. Applications can be retrieved from our website, Receptionist, or NHA Head Start centers.
2. Human Resources will review applications at the Round Up to determine if applicant meets the requirements.
3. Substitute Round Up (Every 2nd and 4th Tuesday of the month). Only applicants who meet educational requirements should attend the Round Up.

Applicants must bring the following to the Substitute Round-Up:

- ☐ Item A. Tuberculosis test results (results must be within a year from date of application) or
- ☐ Item B. Chest X-ray results (X-Ray date must be within 4 years of application date). A chest X-Ray is needed if your TB test is positive.
- ☐ Item C. Satisfactory physical (health screening) within one year of application date.
- ☐ Item D. Official college transcript (sealed).
- ☐ Item E: Proof of eligibility to work in the U.S., e.g. Driver's License or ID card and social security card; or U.S. Passport.

At the Round-Up:

- ☐ Human Resources (HR) will address policies and expectations.
 - ☐ Applicants will complete necessary paper work for payroll if cleared.
 - ☐ Applicants' Criminal Background Clearance will be verified through Community Care Licensing prior to being assigned in a center with children.
 - ☐ NHA will pay for substitute Live-Scan.
4. When all requirements have been met, HR will process appropriate paperwork and forward to the Payroll Department.