

YCJUSD Hiring Process

All job vacancies are posted at <https://www.edjoin.org/Home/Jobs?districtID=616&catID=0>
Applications are only accepted when a position is posted.

Once a certificated or classified position has been closed, all applications will be reviewed and screened. Reviewers will then determine which of the qualified candidates most closely meets a site/department need based on such things as qualifications and work experience.

Certificated Vacancies

The Yucaipa - Calimesa Joint Unified School District makes every effort to hire fully credentialed personnel.

Credential information is available at www.ctc.ca.gov.

All applications and supporting documents must be submitted on - line with your application in order to be considered for a certificated position.

Classified Vacancies

The Yucaipa - Calimesa Joint Unified School District employs personnel in large variety of classifications both full time and part time. Classifications include clerical, fiscal, custodial, maintenance, instructional aides, and child nutrition.

Classified positions will require testing for any candidate who passes the initial paper screening process. Passing test scores are required before the interview process.

Substitute Applications

All applications must be submitted on-line.

Any required certificates or permits must be uploaded at the time of the application submittal in order to be considered for a substitute position. Substitutes are hired on an "as needed basis." Classified substitutes are required to receive a passing score on a substitute test and certificated substitute applicants will be asked to participate in a short interview prior to being hired.



Food Handlers Permit

Positions in the Child Nutrition Department require a current San Bernardino County Food Handlers Permit be submitted with the application. Such permits can be obtained online at <https://www.statefoodsafety.com/food-handler/.../san-bernardino-county>



Typing Tests

All clerical applications require a current typing certificate which must be uploaded with the application. Certificates must be dated within one year of the closing date of the position.

No on-line certificates will be accepted.

The Yucaipa-Calimesa Joint Unified School District does not offer typing tests, however, such tests are available to the public at CRY-ROP (793-3115) or at any employment agency.