

**Manhattan Beach Unified School District**

325 S. Peck Avenue  
Manhattan Beach, CA 90266  
Tel: 310/318-7345

**M E M O**

**To:** Parents of MBUSD Students

**From:** Monica Ford, Human Resources Department

**RE:** **Substitute positions available for the 2013-2014 school year**

**Date:** September 18, 2013

**Manhattan Beach Unified School District is in need of substitute classified staff.** This is a great opportunity for those of you who are interested in working outside the home and getting paid for it. Substitute classified employees are needed to serve as Ground Supervisors during the lunch hour.

**Please keep in mind that substitute positions will not necessarily be at your child's school.** If you are interested in serving in a substitute classified position, please log onto [www.Edjoin.org](http://www.Edjoin.org) and apply. Any questions contact **Monica Ford at 310-318-7345 X5951.**

A recent (in last 12 months) negative tuberculosis is required. In addition, all candidates will be processed for a fee of \$61 for fingerprint clearance at the district office.