

**SUBSTITUTE TEACHER APPLICATION PROCESS**

1. Application for the position of substitute teacher is made by submitting a completed district application to the Human Resources Office. (The application for substitute teaching is the same application used to apply for a regular teaching position.)
2. The district requires either a valid California Teaching Credential or an Emergency 30-Day Substitute Teaching Permit (must have a Bachelor's Degree and taken and passed CBEST). If you need to apply for an Emergency 30-Day Substitute Teaching Permit, you may do so through the Orange County Department of Education at 200 Kalmus Drive in Costa Mesa, phone number (714) 966-4306. (See map on the back of this page.) The initial cost for a one-year Emergency 30-Day Substitute Teaching Permit is **\$102.50 (\$100.00 + \$2.50 on-line processing fee paid to the Commission on Teacher Credentialing using a credit card) for permit + \$71.00 for DOJ/FBI fingerprint clearance processing for permit + \$60.00 for fingerprint clearance for employment**. The Emergency 30-day Substitute Teaching Permit is valid for one year from the date of issue. The on-line renewal fee for the permit is \$102.50. First time application for an Emergency 30-Day Substitute Teaching Permit requires:
  - a. **Official transcripts** verifying your Bachelor's Degree and any required course work.
  - b. Passing results of CBEST.
  - c. **Personal check or cash only** for **\$131.00** made payable to the "OCDE" for live scan fingerprinting services for DOJ and FBI processing for permit clearance and fingerprint clearance for employment.
  - d. If you have already applied for a **Certificate of Clearance** through a university or college, the fee is **\$102.50 (\$100.00 + \$2.50 on-line processing fee)**. Please bring your Certificate of Clearance.
3. **Fingerprint clearance** is required for employment in any public or private school. Your fingerprints must be taken in the county in which you are going to be employed. Live Scan Fingerprinting services are available at the Orange County Dept. of Education. An appointment is necessary for this service. (See information/map on the back of this page.) You may also apply for the Emergency 30-Day Substitute Teaching Permit at this time. If you already have an emergency permit or credential, the cost for this live scan fingerprinting service for **employment clearance only** is **\$60.00** (need picture I.D. which can be a driver's license, state ID card, VISA or passport). Orange County Dept. of Education will accept cash or a personal check in this amount.
4. Your application and papers will be reviewed. Selected applicants will be notified.
5. When you are hired as a substitute teacher, the following is required for payroll processing:
  - a. Your official California credential or copy of credential application from Orange County Dept. of Education.
  - b. Your Social Security card.
  - c. Proof of recent TB examination.\*
  - d. Addresses and Social Security numbers of two beneficiaries.
  - e. Name, address and phone number of your physician for an employee emergency card.
  - f. CBEST test verification.
  - g. Driver's License or a State-Issued I.D. card with a photograph.
  - h. Proof of fingerprint clearance from the Orange County Dept. of Ed.
6. You are now ready to be called for substitute teaching.

\*The substitute must comply with the requirement of the State Board of Education that all teachers provide evidence of freedom from tuberculosis once every four years. This report must be filed with the district Human Resources Office.

**Substitute Teacher Salary**

Substitute teachers are paid at the rate of \$110.00 per day/\$15.714 per hour. Long-term assignments beginning on the eleventh consecutive day in the same classroom are paid at the rate of \$145.00 per day. (Salary effective 2/1/2016)