



SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

1500 Lizzie Street, San Luis Obispo, CA 93401-3062
(805) 549-1233 FAX: (805) 543-7087

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Dear Student Teacher at San Luis Coastal Unified School District,

I would like to welcome you as a student teacher to what I consider one of the best school districts. You are very fortunate to be a student teacher as we have terrific consulting teachers and you will be learning from the best.

Thank you for your interest in working as a substitute teacher for your consulting teacher. You will need to apply and be interviewed by Human Resources before you can substitute, as you are becoming our employee. If you wish to stay a substitute teacher after your student teacher assignment, you will have the opportunity.

Attached is a Substitute Teacher Application. Please attach the following to your application. You will need to contact Brittani Schultz at bschultz@slcusd.org for the hiring paperwork and additional requirements to be an employee. Turn the completed application with attachments into Human Resources at your earliest convenience. You will need to attend an orientation prior to substituting in the classroom.

Items Required to Substitute at San Luis Coastal Unified School District:

- Emergency 30 day permit (obtained through COE)
 - Fingerprint Clearance from COE (782-7236)
 - TB clearance (within the last three years)
 - Unofficial transcripts
 - Passage of CBEST or all three subsets of CSET: Mult. Subj.
 - Student teacher placement letter or email
 - Passport or driver license **and** original social security card
- Questions: Call Brittani Schultz at 549-1235

Items Required by County Office of Education (COE) for 30 day emergency substitute permit:*

- \$10 cash, check or money order made payable to SLOCOE
 - Copy of passing scores on approved Basic Skills exam
 - Sealed **official transcript** showing a Bachelor's degree
- One of the following:**
- Copy of your Certificate of Clearance
 - Livescan receipt showing submission of fingerprints to CTC
 - Copy of credential or permit previously issued by CTC
 - Completed Online Recommendation Request form
- Questions: Call Cindy Mauch, 782-7221

*Information on credentials can be obtained at the **County Office of Education** website www.slocoe.org and searching for "Emergency 30 Day Substitute Teaching Permit." You should take the Application for Initial 30 Day Emergency Substitute Permit and **all required documentation** listed on the application form to the County Office of Education located at 3350 Education Drive, San Luis Obispo. If you do not have a valid credential, you cannot be a substitute teacher.

Once you are hired as a substitute teacher you will be paid at the rate of \$125 per day and \$62.50 per half day.

If you have any questions about the application procedure, please contact Brittani Schultz at 549-1235 or by email at bschultz@slcusd.org.

Sincerely,

Christin Newlon
Director of Human Resources

A. California Credentials you now hold (or have applied for):

Type	Authorization Subject	Expiration Date

If you have applied for a credential, but have not received it, you must show proof of application in order to receive a Temporary County Certificate which allows you to work while waiting to receive your credential.

B. Have you ever had any adverse action on your credential? **YES** _____ **NO** _____
 (If yes, explain on a separate sheet of paper.)

C. Have you ever had any credential, application, permit, license or other document authorizing public school service or teaching suspended, revoked, voided, denied and/or otherwise rejected for cause in California or any other state? **YES** _____ **NO** _____
 (If yes, explain on a separate sheet of paper.)

D. Have you passed the CBEST? **YES** _____ **NO** _____

V. STUDENT TEACHING EXPERIENCE

	First Assignment	Second Assignment
Name and Location of School		
Name of District		
Grade Level and/or Subject		
Dates of Assignment		
Master Teacher's Name		

VI. TEACHING EXPERIENCE

Dates of Employment: From: _____ To: _____ Full Time: _____ Part Time: _____ (if part-time, hours worked/week _____)

Type of Teaching Position: (Regular, Substitute, Temporary): _____

Name of District/Place of Employment: _____

Address of District/Place of Employment: _____

Name and Title of Supervisor: _____ Phone Number: _____

Grade Level and/or Subject Assignment: _____

Reason for Leaving: _____

Dates of Employment: From: _____ To: _____ Full Time: _____ Part Time: _____ (if part-time, hours worked/week _____)

Type of Teaching Position: (Regular, Substitute, Temporary): _____

Name of District/Place of Employment: _____

Address of District/Place of Employment: _____

Name and Title of Supervisor: _____ Phone Number: _____

Grade Level and/or Subject Assignment: _____

Reason for Leaving: _____

Dates of Employment: From: _____ To: _____ Full Time: _____ Part Time: _____ (if part-time, hours worked/week _____)

Type of Teaching Position: (Regular, Substitute, Temporary): _____

Name of District/Place of Employment: _____

Address of District/Place of Employment: _____

Name and Title of Supervisor: _____ Phone Number: _____

Grade Level and/or Subject Assignment: _____

Reason for Leaving: _____

VII. EXPERIENCE OTHER THAN TEACHING

Position	Employer	Location (City/State)	Dates of Employment

VIII. AFTER YOU ARE HIRED

The law requires written proof that you are entitled to work in the United States (i.e. Passport, Social Security Card, Birth Certificate, Driver’s License, or other).

IX. PERSONAL DATA

A. Have you ever been discharged or requested to resign from a position? **YES** _____ **NO** _____
(If yes, explain on a separate sheet of paper.)

B. Have you ever been convicted of any felony or misdemeanor offense, including entering a plea of nolo contendere, in California or in any other state? **YES** _____ **NO** _____
If “Yes”, give the Section code of the offense and explain the circumstances _____

Do you have a pending felony or misdemeanor case? **YES** _____ **NO** _____
(If yes, please attach a written statement explaining circumstances.)

(A conviction will not automatically bar you from consideration for employment. However, if you fail to disclose a conviction, that failure will disqualify you from the employment process. Education Code mandated under AB 1610 and AB 1612 prohibits hiring individuals convicted of narcotics, sex offenses or serious and violent crimes. Fingerprint criminal history clearance is required by law of all school employees prior to date of employment.)

X. REFERENCES: Please indicate references below & include those who have knowledge of your teaching experience, or any experience you have working with children.

Name	Position	District (or Company) and Address	Phone #

I hereby certify that the information contained in this application is true to the best of my knowledge and belief and acknowledge that any misrepresentation may result in an invalid application, denial of interview, loss of offer of employment and dismissal if employed. I release from all liability persons and organizations reporting information required by this application.

Date

Signature