

Hayward Unified School District

Substitute Teacher Instructions

Substitute Teacher opportunities are posted on EdJoin at www.edjoin.org

Requirements to be a substitute:

- 1) HUSD Substitute Teacher Application
- 2) Either One:
 - a) Full Credential – Multiple Subject or Single Subject
 - b) Emergency 30-Day Substitute Teaching Permit
 - Need Bachelor’s Degree or Higher
 - Passed the CBEST/CSET- California Basic Education Skills
- 3) Fingerprint clearance with ACOE Consortium (this can be done at the time of your appointment with HUSD)
- 4) Negative TB Test Result (Valid within 60 days)
- 5) Valid Driver’s License or ID
- 6) Social Security Card (we need to see the card itself)

If you need assistance in obtaining an Emergency 30-Day Substitute Teaching Permit contact a HUSD Personnel Operations Technician:

Melissa Holtzmann: (510)784-2600 ext. 72717, mh249@husd.us
Hodon Sheikh-Ali: (510) 784-2600 ext. 72648, hsheikh-ali@husd.us

You will need the following for HUSD to process your 30-Day Credential:

- **EdJoin Application**
- **Fingerprint Clearance for the Commission/ACOE Consortium**
- **Official/Original College/University Transcripts** (Sealed) verifying degree
- **CBEST Verification of Passing** – photocopy accepted if exam is taken in California, or Multiple Subject CSET, including writing component
- **Completed 41-4 application** – Answer all of the Professional Fitness Questions:
www.ctc.ca.gov/credentials/leaflets/414/pdf

Once the district recommends the credential, you will receive an e-mail indicating you to submit a payment for the credential. The online permit fee is \$102.50. The credential will take approximately 10 days to clear and at that point you will be ready to begin substitute teaching.