



Portola Valley School District
4575 Alpine Road Portola Valley, CA 94028
www.pvsd.net

Become a Classroom Teacher Substitute and Help Us Support Our Students!

If you have a valid CA teaching credential or 30-Day Substitute Permit:

- Valid driver's license
- Copy of signed social security card
- TB clearance survey
- Live Scan background check (arranged by District Office)
- Completed EdJoin application

If not, here are the easy steps to certification!

– process guided by the District Office

- Get a LiveScan background check (apply for **Certificate of Clearance**)
- Provide **official transcripts** showing Bachelor's degree
- Fulfill **Basic Skills** requirement:
- Apply for 30-Day Emergency Substitute Permit
- All initial fees will be reimbursed

* **More information is available at**
www.ctc.ca.gov

For inquiries about or for assistance with the application process, please contact
Karen Lucian (klucian @pvsd.net)

The Portola Valley School District, similar to all school districts in California, is experiencing a critical shortage of substitute teachers. Substitute teachers are essential for the continuity of school operations when our certificated teachers are out sick, or due to personal necessity.

The District is reaching out to our students' parents and families to apply to become substitute teachers at both school sites: Ormondale School (TK-3), and Corte Madera School (4-8). The ideal applicant must be a skilled organizer and collaborator, with classroom teaching experience.

Preferred Training and Experience

1. Three (3) years classroom teaching experience in an elementary and/or middle grade classroom.
2. Knowledge of different grade level units of study.
3. Knowledge of and experience in implementing an array of best practices related to elementary school-age grade level instruction.
4. Interest in working in the PVSD school community.

Rate of Pay: Full Day Assignment: \$200/day for the first 10 days, and \$225/day for each day thereafter.

Individuals may satisfy the Basic Skills requirement by one of the following methods:

- Pass CBEST;
 - Pass CSET Exams: Multiple Subjects + Writing;
 - Pass CSU Early Assessment Program or CSU Placement Exams
 - Achieve qualifying score on SAT or ACT
 - College Board AP Exam scores
- For archived scores: College Board [866 756-7346](http://866.756.7346)**
- Pass Basic Skills Exam in another State
- NEW!**
Via coursework
Via coursework and Exam