

LAUNCH YOUR TEACHING CAREER BECOME A SUBSTITUTE TEACHER

Substitute Teacher Salary \$200/day



About PUSD

- Pasadena Unified School District services the diverse communities of Altadena, Pasadena, and Sierra Madre.
- We prepare students for the future by inspiring the joy of learning in every child every day.
- PUSD and educators adhere to all teaching guidelines set forth by the CA Commission on Teacher Credentialing (CTC).

Steps to Becoming a Substitute Teacher

With the national shortage of teachers, it is easier than ever to become a Substitute Teacher. Follow these steps to become at Substitute Teacher at PUSD today!

STEP ONE: Apply for a **Certificate of Clearance** with the CTC.

This is a background check required by the CTC for every applicant and is obtained via LiveScan fingerprints through the DOJ and FBI.

To obtain your Certificate of Clearance through the CTC:

- 1 Print three (3) copies of the LiveScan 41-LS form and take them to Live Scan Location near you. Retain a copy of the Live Scan form for your records.
- 2 Log on to <https://www.ctc.ca.gov/> and click the blue Educator Login button to complete the online application. An application fee is required via credit or debit card (\$50 application fee + \$2.50 service charge)
- 3 Check your email for a confirmation number

STEP TWO: Submit an **employment application with PUSD** for Substitute Teaching

For questions, contact our Certificated HR Team:

(626) 396-3600 x88401

To be considered and added to the PUSD Sub List, apply today!

Log onto EdJoin at: <https://www.edjoin.org/PasadenaUnified>

Documents needed for upload:

- 1 A copy of your college transcript (unofficial or student copies are acceptable)
- 2 A copy of your credential (Certificate of Clearance)
- 3 A Resume
- 4 Letter of Introduction
- 5 One (3) Letter of Recommendations

STEP THREE: Obtain an **"Emergency 30-Day Substitute Teaching Permit"** from the CTC concurrently while you work.

This permit is not required prior to beginning your employment as a substitute teacher. However, you should email.

This permit authorizes the holder to serve as a substitute for no more than 30 days for any one (1) teacher during the school year. This rule is limited to 20 days for one teacher in a special education classroom.

To apply for your permit, gather all documents and mail them to CTC's address below:

Commission on Teacher Credentialing Certification Division
1900 Capitol Avenue, Sacramento, CA 95811-4213

- 1 Official (sealed) transcripts showing the conferral of a baccalaureate or higher degree from a regionally accredited college or university.
- 2 Application Form 41-4 plus \$100 processing fee (This fee may be paid by check or money order made payable to the Commission on Teacher Credentialing).
- 3 Include proof of meeting the basic skills requirement. Any one (1) of the following would satisfy this requirement:
 - Passing score on CBEST
 - OR – Passing score on CSET
 - OR – Passing score on the CSU Early Assessment Program
 - OR – Passing score on the CSU Placement Examinations
 - OR – Achieve qualifying score on the SAT or ACT
 - OR – Passing score on College Board AP Examinations
 - OR – Qualifying coursework & exams as determined by the CTC

For details, visit [https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-\(cl-667\)](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667))