

**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT**  
**HUMAN RESOURCES**  
**FREQUENTLY ASKED QUESTIONS**

**Q. Where is the District Office for Folsom-Cordova USD?**

A. Our Education Services Center is located across from the Folsom Auto Mall off Folsom Blvd. Our mailing address is 1965 Birkmont Drive, Rancho Cordova 95742. Our telephone number is (916) 294-9000.

**Q. I've been fingerprinted by another agency before. Do I need to be fingerprinted again with Folsom-Cordova Unified School District?**

A. Yes. It is against the law for different agencies to share confidential background check results with each other. You must obtain a Livescan form to be fingerprinted with Folsom-Cordova Unified School District.

**Q. How long will it take before I get fingerprint clearance?**

A. The timeframe for background clearance varies. The average wait time is normally 7 - 10 working days or it may be longer depending on the response time from the Department of Justice.

**Q. What is Ed-Join and how much does it cost to register for their services?**

A. Ed-Join is a free public education job search web site where we post ALL of our jobs. All job applications must be submitted through EdJoin. There is no cost to the jobseeker and anyone can register for their services. [www.edjoin.org](http://www.edjoin.org)

**Q. If I don't have a home computer or email, how can I apply online with Edjoin?**

A. We have a computer and scanner available for public use at our Education Services Center in Rancho Cordova. There are also businesses in the Folsom and Rancho Cordova areas (FedEx Office) that have computers/scanning services available for public use.

**Q. How do I attach the necessary documents when applying on line with Ed- Join?**

A. Complete your applicant profile and attach any missing documents relevant to the position you are applying for. You may attach up to six documents. Attachments must be saved as a pdf in order to be uploaded to your profile.

**Q. Does FCUSD require a copy of my credential?**

A. If the job you are applying for requires a credential, FCUSD will need a copy of your credential. When you apply online, you can attach a copy of your credential along with your application. A copy can be obtained by visiting the CTC website at [www.ctc.ca.gov](http://www.ctc.ca.gov).

**Q. How do I renew my credential or permit that is about to expire?**

A. All Clear credentials and 30-Day Emergency Permits must be renewed online at the CTC website at <https://www.ctc.ca.gov/credentials/renew-your-document>. If you have a preliminary credential, you should refer to the "Renewal Codes" listed on your actual credential as to how to proceed or you can contact the CTC directly. If your credential has been expired for many years, it is advisable for you to call (888-921-2682) the CCTC to discuss the requirements necessary to successfully renew your credential.

**Q. If I don't have a valid teaching credential, what are the minimum requirements to become a substitute teacher?**

A. The minimum requirement for substitute teaching assignments is a Bachelor's Degree. If you meet this requirement, you may apply for an Emergency 30-Day Substitute Permit. The substitute permit is valid for one year and will allow you to substitute teach on a day-to-day basis for up to 30 days in the same classroom. To find out more about obtaining an emergency permit, please visit the CTC's website at [www.ctc.ca.gov](http://www.ctc.ca.gov). Once you have your credential or Emergency 30 day Sub Permit, you can apply to the substitute pool job posting at [jobs.fcusd.org](http://jobs.fcusd.org).

**Q. What is the rate of pay for substitutes in your district?**

A. Teaching substitutes pay varies depending on location and job. Please refer to the Certificated Substitute Salary Schedule found here: <https://www.fcusd.org/departments/human-resources/salary-schedules>.

**Q. If I have completed a credential program in another state, what California credential can I apply for?**

A. Since there are many different types of credentials, this question is too complicated to answer. Please contact the California CTC for specific information on out-of-state credentials.

**Q. As an employee of FCUSD, when will I get paid?**

A. As a permanent employee, you will be paid on the last working day of each month.

**Q. As an FCUSD Substitute, when will I get paid?**

A. As a substitute or on-call employee, your check will be mailed to you on the tenth of each month.

**Q. How long is a tuberculosis test valid?**

A. A TB test is valid for 4 years from the date results were read.

**Q. Is testing required before I apply for a classified position?**

A. Specific testing will be required of all recommended candidates after the interview process has been completed:

- Instructional Assistant Proficiency Test: Student Care, Special Ed, Title I, STARS
- Computer Instructional Proficiency Test: Computer IA, Library Clerk, Clerical
- Pre-Employment Strength Evaluation: Custodian, Maintenance, Special Ed, Bus Driver, Food Service, Printers, STARS and Warehouse Workers.
- Typing Proficiency: Clerical

**Q. Will you accept certificates from other school districts?**

A. FCUSD does not accept Proficiency Test certificates from other school districts in California.

**Q. Do your employees participate in a union?**

A. The State of California requires that all permanent employees of a school district pay an agency fee that is equal to the amount of union dues. Membership in the union is optional. Certificated employees may join FCEA and classified employees may join CSEA.

**Q. Will I be able to negotiate starting salary?**

A. Placement on the salary schedule is awarded according to years of experience in a like position.

**Q. Are Live Scans reimbursed?**

A. No – all employees, volunteers, substitutes, and on-call employees are required to get fingerprints/Live Scan. We provide you with the form and recommended sites.

**Q. Are TB Clearances reimbursed?**

A. No - all employees, volunteers, substitutes, and on-call employees are required to get a TB clearance. During the school year we offer a free TB clinic – <https://www.fcusd.org/departments/health/clinics/TB>. HR can provide a list of low cost TB clinics that are available during the summer break.