Ocean View School District
Human Resources

SUBSTITUTE TEACHER APPLICATION PROCEDURE

- Candidates may apply for our Substitute Teacher position through www.edjoin.org. The following documents **must** be submitted with your online application:

  a) Valid California Teaching Credential *or* an Emergency 30-Day Substitute Teaching Permit
  b) Fingerprint clearance through Orange County Department of Education (OCDE) – *see below for instructions*
  c) Letter of Introduction (cover letter)
  d) Unofficial transcripts *with* Bachelor's Degree Confer Date
  d) Resume
  e) Three (3) Letters of Recommendation (dated within last two years)
  f) Tuberculosis clearance (current within last 4 years if conducted at a school district/university, or current within the last 60 days)

- The district requires *either* a valid California Teaching Credential or an Emergency 30-Day Substitute Teaching Permit (must have a Bachelor's Degree).

- ***If you do not possess a valid California Teaching Credential or Emergency 30-Day Permit,*** you can apply for one at the Orange County Department of Education:
  a) At the time of your application, you will need:
     I. Official transcripts (unofficial transcripts will not be accepted) verifying your bachelor's degree
  b) The cost of the application is:
     I. $74 for the DOJ/FBI fingerprint clearance for the California Commission on Teacher Credentialing (CTC) – this is known as a "Certificate of Clearance"
     II. $63 for fingerprint clearance from the Orange County Department of Education, Clearing House Consortium
     III. $102.65 for the application fee for the Emergency 30-Day Permit. You will pay this fee through your CTC online account. You will receive an online CTC account after you apply for your Certificate of Clearance.

- ***If you already have a valid California Teaching Credential or an Emergency 30-Day Permit:***
  a) You will still need fingerprint clearance from the Orange County Department of Education, Clearing House Consortium. The cost for this clearance is $60. A photo ID is required when obtaining your fingerprint clearance

- **A Certificate of Clearance (fingerprint clearance) granted by the California Commission on Teacher Credentialing is separate from the fingerprint clearance required from the Orange County Department of Education, Clearing House Consortium. All applicants are required to obtain fingerprint clearance from the Orange County Department of Education, Clearing House Consortium.**
  a) The Orange County Department of Education is located at: **3001 Redhill Ave., Building 4, Suite 109, Costa Mesa, CA 92626.**
  b) Appointment for fingerprint services is available Monday-Friday 8:30am to 4:00pm. Book an appointment by calling **(714) 966-4000 or visiting OCDE's Credentialing and Fingerprinting Services website.**

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SUBSTITUTE TEACHER PAY RATE

- **$200 Daily Rate.** A full day is an assignment that is more than 3.75 hours.
- **$100 Half Day.** A half day is an assignment that is less than or equal to 3.75 hours.
- **$225 Long Term.** Beginning on the 21st consecutive day, retroactive to the first day.
- **$235 Long Term, Special Education.** Beginning on the 21st consecutive day, retro to the first day provided the substitute holds the appropriate credentials

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Thank you for your interest in the Ocean View School District. Questions about the application process or requirements?

Please contact the Human Resources Department at (714) 847-2551 ext. 1407