



Chula Vista Elementary School District Human Resources Services and Support Substitute Handbook

BOARD OF EDUCATION

Lucy Ugarte, President
Francisco Tamayo, Vice President
Delia Dominguez Cervantes, Clerk
Keren Ramirez Dominguez, Member
Jessica R. Tolston, Member

SUPERINTENDENT

Eduardo Reyes, Ed.D.

Equal Opportunity Employer

The Chula Vista Elementary School District is committed to providing equal educational contracting and employment opportunities to all in strict compliance with all applicable State and Federal laws and regulations. Our programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. (CVESD Board Policy 0410.) Our office that monitors compliance is the Human Resource Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone 619- 425-9600, Ext 181340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or educational programs may file a formal complaint with our Human Resource Office.



Chula Vista Elementary School District

Human Resources Services and Support

Important Reminders

- As a substitute, you must have a job number before you report to the site. You must check every day before reporting to a school site that you still have a job for that day.
- Frontline is your payroll system - not Raptor (school security system).
- Certificated Substitutes: You are responsible for emailing your updated credential to the Sub Desk email (essc.subdesk@cvesd.org) once it has expired. We do not follow up with the San Diego County Office of Education to see if it has been renewed.
- Only fill out timecards if told by the Sub Desk. They will not be processed, and you will not be paid.
- You can work up to eight hours a day, 40 hours a week. No overtime.
- Be respectful to your peers. If you have any concerns or issues, please call the Sub Desk. We will be more than happy to help.
- Sub Desk hours are 6:30 a.m. to 3:30 p.m.

District Leadership

Eduardo Reyes, Ed.D., Superintendent

Mark Pong, Assistant Superintendent Business Services and Support

Sharon Casey, Assistant Superintendent Student Services

Jessica Morales, Area Assistant Superintendent

Angela Rosendale, Assistant Superintendent Human Resources Services and Support

Sub Desk Information

Phone: 619-425-9600 Ext. 181350/181351 or 619-409-6634

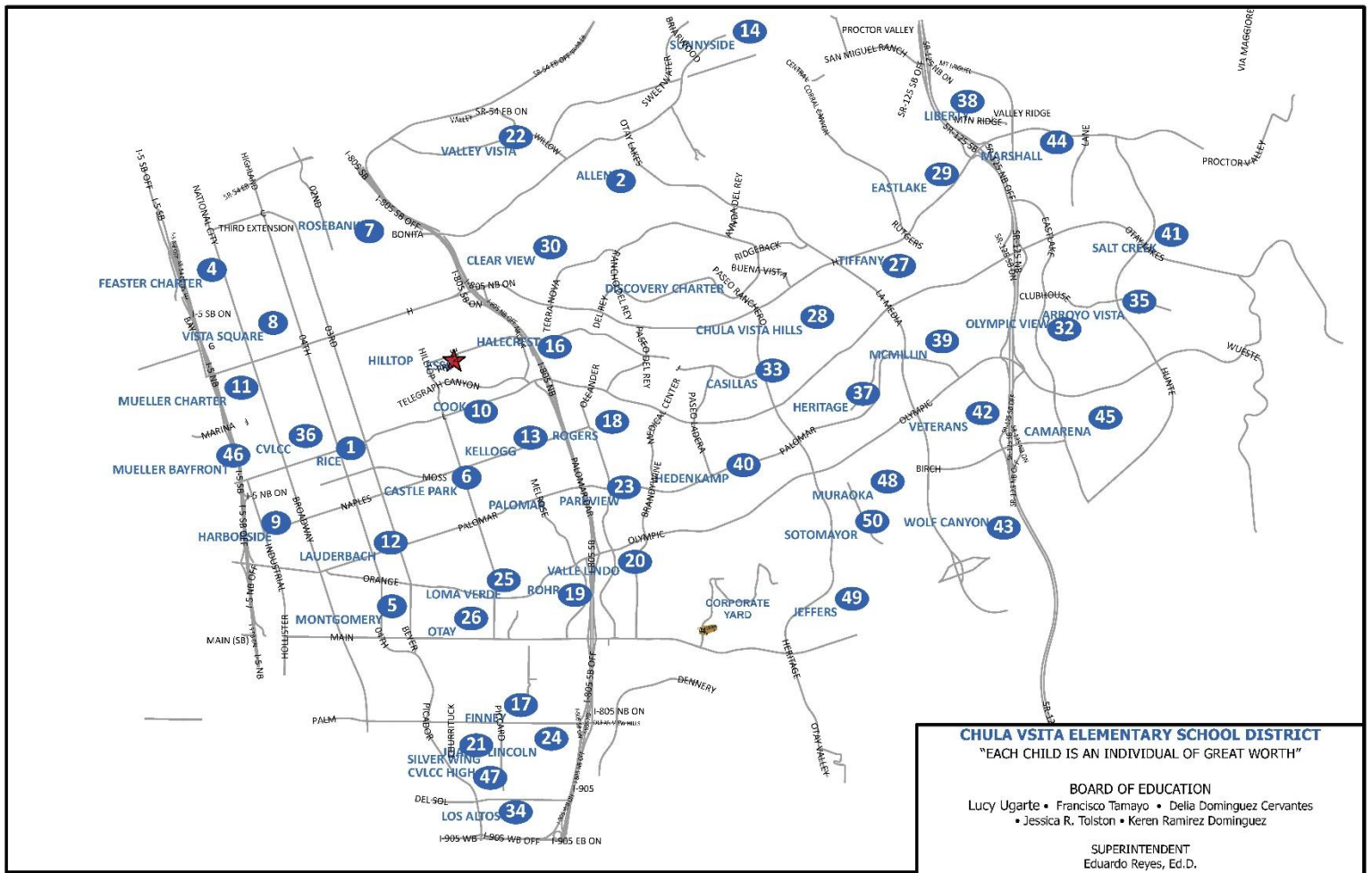
Email: essc.subdesk@cvesd.org



Chula Vista Elementary School District

Human Resources Services and Support

School Map



CHULA VISTA ELEMENTARY SCHOOL DISTRICT
 "EACH CHILD IS AN INDIVIDUAL OF GREAT WORTH"

BOARD OF EDUCATION
 Lucy Ugarte • Francisco Tamayo • Della Dominguez Cervantes
 • Jessica R. Tolson • Keren Ramirez Dominguez

SUPERINTENDENT
 Eduardo Reyes, Ed.D.

The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable State and Federal laws and regulations. The District office that monitors compliance is the Human Resources Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone (619) 425-9600 ext. 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resources Office.



CHULA VISTA ELEMENTARY SCHOOL DISTRICT



Chula Vista Elementary School District

Human Resources Services and Support

Districtwide School Directory



CHULA VISTA ELEMENTARY SCHOOL DISTRICT DISTRICTWIDE MAP DIRECTORY

ALLEN, ELLA B. 4300 ALLEN SCHOOL LANE, BONITA 91902	(2) FAX	479-3662 267-6237	HERITAGE 1450 SANTA LUCIA ROAD, CHULA VISTA 91913	(37) FAX	421-7080 421-8525	PALOMAR 300 E PALOMAR ST., CHULA VISTA 91911	(15) FAX	420-0134 420-8416
ARROYO VISTA CHARTER 2491 SCHOOL HOUSE ROAD, CHULA VISTA 91915	(35) FAX	656-9676 656-1858	HILLTOP DRIVE 30 MURRAY STREET, CHULA VISTA 91910	(3) FAX	422-8323 691-1375	PARKVIEW 575 JUNIPER STREET, CHULA VISTA 91911	(23) FAX	421-5483 421-2119
CAMARENA, ENRIQUE S. 1650 EXPLORATION, FALL DRIVE, CHULA VISTA 91	(45) FAX	591-5500 421-5003	JEFFERS, FAHARI 1145 CAMINO PRADO, CHULA VISTA 91913	(49) FAX	216-6550 397-3400	RICE, LILLIAN J. 915 FOURTH AVENUE, CHULA VISTA 91911	(1) FAX	420-7071 420-6124
CASILLAS, JOSEPH 1130 EAST J STREET, CHULA VISTA 91910	(33) FAX	421-7555 421-3008	JUAREZ-LINCOLN 849 TWINING AVENUE, SAN DIEGO 92154	(24) FAX	690-9222 662-9679	ROGERS, GREG 510 E. NAPLES STREET, CHULA VISTA 91911	(18) FAX	656-2082 421-1423
CASTLE PARK 25 EMERSON STREET, CHULA VISTA 91911	(6) FAX	422-5301 422-4452	KELLOGG, KARL H. 229 E. NAPLES STREET, CHULA VISTA 91911	(13) FAX	420-4151 498-1433	ROHR, FRED H. 1540 MALTA AVENUE, CHULA VISTA	(19) FAX	420-5533 476-0850
CHULA VISTA HILLS 980 BUENA VISTA WAY, CHULA VISTA 91910	(28) FAX	482-7066 482-6823	LAUDERBACH, J. CALVIN 390 PALOMAR STREET, CHULA VISTA 91911	(12) FAX	422-1127 426-5875	ROSEBANK 80 FLOWER STREET, CHULA VISTA 91910	(7) FAX	422-8329 422-5014
CHULA VISTA LEARNING COMMUNITY 590 "K" STREET, CHULA VISTA, CA 91911	(36) FAX	426-2885 426-3048	LIBERTY 2175 PROCTOR VALLEY ROAD, CHULA VISTA 919	(38) FAX	397-5225 397-2833	SALT CREEK 1055 HUNTE PARKWAY, CHULA VISTA 91914	(41) FAX	397-5494 397-4669
CVLCC HIGH 3750 AREY DRIVE, SAN DIEGO 92154	(47) FAX	423-2211 423-3007	LOMA VERDE 1450 LOMA LANE, CHULA VISTA 91911	(25) FAX	420-3940 422-2667	SILVER WING 3730 AREY DRIVE, SAN DIEGO 92154	(21) FAX	423-3950 423-7438
CLEAR VIEW 455 WINDROSE WAY, CHULA VISTA 91910	(30) FAX	498-3000 498-3007	LOS ALTOS 1332 KENANLAN DRIVE, SAN DIEGO 92154	(34) FAX	690-5880 428-4712	SOTOMAYOR 1790 SANTA CHRISTINA AVE, CHULA VISTA 919	(50) FAX	216-6511
COOK, HAZEL GOES 875 CUYAMACA AVENUE, CHULA VISTA 91911	(10) FAX	422-8381 427-3407	MARSHALL, THURGOOD 2295 MACKENZIE CREEK RD, CHULA VISTA 91914	(44) FAX	656-6252 656-4248	SUNNYSIDE 5430 SAN MIGUEL ROAD, BONITA 91902	(14) FAX	479-0571 479-7297
DISCOVERY CHARTER 1100 CAMINO BISCAY, CHULA VISTA 91910	(31) FAX	656-0797 656-3899	MCMILLIN, CORKY 1201 SANTA CORA AVE, CHULA VISTA 91913	(39) FAX	397-0103 397-0122	TIFFANY, BURTON C. 1691 ELMHURST STREET, CHULA VISTA 91913	(27) FAX	421-6300 482-3115
EASTLAKE 1955 HILLSIDE DRIVE, CHULA VISTA 91913	(29) FAX	421-4798 421-4516	MONTGOMERY, JOHN J. 1601 FOURTH AVENUE, CHULA VISTA 91911	(5) FAX	422-6131 426-6836	VALLE LINDO 1515 OLEANDER AVENUE, CHULA VISTA 91911	(20) FAX	421-5151 421-1802
FEASTER CHARTER, MAE L. 1955 HILLSIDE DRIVE, CHULA VISTA 91913	(4) FAX	422-8397 422-4780	MUELLER, ROBERT L CHARTER 715 I STREET, CHULA VISTA 91910	(11) FAX	422-6192 422-0356	VALLEY VISTA 3724 VALLEY VISTA WAY, BONITA 91902	(22) FAX	479-7171 479-7024
FINNEY, MYRTLE S. 3950 BYRD STREET, SAN DIEGO 92154	(17) FAX	690-1334 428-4138	MUELLER, BAYFRONT CHARTER 830 BAY BLVD, CHULA VISTA 91911	(46) FAX	934-7000 934-7001	VETERANS 1550 MAGDALENA AVENUE, CHULA VISTA 9191	(42) FAX	216-1226 216-9226
HALECREST 475 EAST J STREET, CHULA VISTA 91910	(16) FAX	421-0771 421-8746	MURAOKA, SABURO 1644 SANTA ALEXIA AVE., CHULA VISTA 91913	(48) FAX	216-5599 216-3377	VISTA SQUARE 540 G STREET, CHULA VISTA 91910	(8) FAX	422-8374 691-1086
HARBORSIDE 681 NAPLES STREET, CHULA VISTA 91911	(9) FAX	422-8369 422-7361	OLYMPIC VIEW 1220 S. GREENSVIEW DR., CHULA VISTA 91915	(32) FAX	656-2030 656-8752	WOLF CANYON 1950 WOLF CANYON LOOP, CHULA VISTA 91911	(43) FAX	482-8877 482-7766
HEDENKAMP, ANNE & WILLIAM 930 EAST PALOMAR STREET, CHULA VISTA 91913	(40) FAX	397-5828 397-7174	OTAY 1651 ALBANY AVENUE, CHULA VISTA	(26) FAX	425-4311 425-2018			



Chula Vista Elementary School District

Human Resources Services and Support

2025-2026 School Calendar



Chula Vista Elementary School District

2025-2026 School Year-Round Calendar

JULY 2025							2 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	7/1	Fiscal Year begins	182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
		1	2	3	4	5	7/4	Legal Holiday – Independence Day				
6	7	8	9	10	11	12	7/9	First Day for 200-day Employees/Principals & APs Report				
13	14	15	16	17	18	19	7/17	First Day for 186-day CNS II & III				
20	21	22	23	24	25	26	7/21	First Day for 182-day Employees				
27	28	29	30	31			7/18 – 7/22	Teachers Report to Work				
							7/23	Students Report to School – Minimum Day				
AUGUST 2025							5 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S			182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
					1	2						
3	4	5	6	7	8	9						
10	11	12	13	14	15	16						
17	18	19	20	21	22	23						
24	25	26	27	28	29	30						
31												
SEPTEMBER 2025							8 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	9/1	Legal Holiday – Labor Day	182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
1	2	3	4	5	6		9/9	CA Admissions Day (Recognized on December 30)				
7	8	9	10	11	12	13	9/11 – 9/18	Parent/Teacher Conferences – Minimum Days				
14	15	16	17	18	19	20	9/22 – 10/3	Fall Break				
21	22	23	24	25	26	27						
28	29	30										
OCTOBER 2025							5 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	10/1 – 10/6	Fall Break (Continued)	182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
			1	2	3	4	10/2 - 10/3	Principals and AP's workday				
5	6	7	8	9	10	11	10/6	Teachers Report to Work				
12	13	14	15	16	17	18	10/7	School Resumes – Students Report – Minimum Day				
19	20	21	22	23	24	25						
26	27	28	29	30	31							
NOVEMBER 2025							3 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	11/11	Legal Holiday – Veterans Day	182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
					7	8	11/24 – 28	Thanksgiving Week Break				
9	10	11	12	13	14	15	11/27	Legal Holiday – Thanksgiving Day				
16	17	18	19	20	21	22	11/28	Declared Holiday				
23	24	25	26	27	28	29						
30												
DECEMBER 2025							3 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	12/22-1/12	Winter Break	182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
					5	6	12/24	Declared Holiday (Christmas Eve)				
7	8	9	10	11	12	13	12/25	Legal Holiday (Christmas Day)				
14	15	16	17	18	19	20	12/30	In-lieu of Holiday CA Admissions Day (September 9)				
21	22	23	24	25	26	27	12/31	Declared Holiday				
28	29	30	31									

LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (61) TEACHER PREP DAYS (5) BREAKS LEGAL HOLIDAYS (17)
Revised 10/11/24



Chula Vista Elementary School District

Human Resources Services and Support

2025-2026 School Calendar



Chula Vista Elementary School District

2025-2026 School Year-Round Calendar

JANUARY 2026							4 Minimum Days	Days Worked per month
S	M	T	W	T	F	S	1/1 Legal Holiday – New Year’s Day	182-Days Classified
				1	2	3	1/1 – 1/12 Winter Break (Continued)	186-Days CNS II & III
4	5	6	7	8	9	10	1/8 Principals Report	185-Days Cert. Staff
11	12	13	14	15	16	17	1/12 200-day Employees & APs Report	200-Days School Staff
18	19	20	21	22	23	24	1/12 Teachers Report to Work	
25	26	27	28	29	30	31	1/13 School Resumes – Students Report – Minimum Day	
							1/19 Legal Holiday – Dr. Martin Luther King Jr. Day	
							End of seventh school month, 13 days taught + 1 teacher workday	13 14 14 14
FEBRUARY 2026							3 Minimum Days	Days Worked per month
S	M	T	W	T	F	S		182 Days Classified
1	2	3	4	5	6	7	2/13 Legal Holiday – Lincoln Holiday (observed)	186 Days CNS II & III
8	9	10	11	12	13	14	2/16 Legal Holiday – Washington Day	185 Days Cert. Staff
15	16	17	18	19	20	21	End of eighth school month, 18 days taught	200 Days School Staff
22	23	24	25	26	27	28		18 18 18 18
MARCH 2026							8 Minimum Days	Days Worked per month
S	M	T	W	T	F	S		182 Days Classified
1	2	3	4	5	6	7	3/12–3/19 Parent/Teacher Conferences - Minimum Days	186 Days CNS II & III
8	9	10	11	12	13	14	3/23 – 4/3 Spring Break	185 Days Cert. Staff
15	16	17	18	19	20	21	3/30 Declared Holiday	200 Days School Staff
22	23	24	25	26	27	28	3/31 Legal Holiday – Cesar Chavez Day	
29	30	31					End of ninth school month, 15 days taught	15 15 15 15
APRIL 2026							4 Minimum Days	Days Worked per month
S	M	T	W	T	F	S		182 Days Classified
			1	2	3	4	4/1 – 4/3 Spring Break (Continued)	186 Days CNS II & III
5	6	7	8	9	10	11	4/2 – 4/3 Principals Report and APs workday	185 Days Cert. Staff
12	13	14	15	16	17	18	4/6 School Resumes – Students Report – Minimum Day	200 Days School Staff
19	20	21	22	23	24	25	End of tenth school month, 19 days taught	19 19 19 19
26	27	28	29	30				
MAY 2026							5 Minimum Days	Days Worked per month
S	M	T	W	T	F	S		182 Days Classified
					1	2		186 Days CNS II & III
3	4	5	6	7	8	9		185 Days Cert. Staff
10	11	12	13	14	15	16		200 Days School Staff
17	18	19	20	21	22	23	5/25 Legal Holiday – Memorial Day	
24	25	26	27	28	29	30	End of eleventh school month, 20 days taught	20 20 20 20
31								
JUNE 2026							5 Minimum Days	Days Worked per month
S	M	T	W	T	F	S		182 Days Classified
					5	6	6/5 End of School Year for Students-180 Days	186 Days CNS II & III
							6/5 Last day for 185-Day Certificated Staff	185 Days Cert. Staff
	1	2	3	4			6/5 Last day for 186-day CNS II & III	200 Days School Staff
7	8	9	10	11	12	13	6/17 Last day for 200-day Employees	
14	15	16	17	18	19	20	6/18 Last day for Principals and APs	
21	22	23	24	25	26	27	6/19 Legal Holiday - Juneteenth	
28	29	30					6/30 Fiscal Year Ends	
							End of twelfth school month, 5 days taught	5 5 5 13
Total Number of Days								182 186 185 200

LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (51) TEACHER PREP DAYS (5) BREAKS LEGAL HOLIDAYS (17)
Revised 10/11/24



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

For your convenience, below are directions to our school sites. Numbers in parentheses following the school's name correspond with the school map.

Allen, Ella B. (2)
Lizeth Lopez, Principal
4300 Allen School Lane
Bonita, CA 91902

619-479-3662
(8:20 a.m. – 3:20 p.m.)

Interstate 5. East on E Street through Chula Vista, E Street becomes Bonita Road past Interstate 805 Continue on Bonita Road. Right on Allen School Road.
Interstate 805. East on E Street/Bonita Road. Right on Allen School Road.

Arroyo Vista Charter (35)
Mary Margaret Landers, Principal
2491 School House Road
Chula Vista, CA 91915

619-656-9676
(8:30 a.m. – 3:30 p.m.)

Interstate 5. East on L Street through Chula Vista. L Street becomes Telegraph Canyon Road at Interstate 805. Continue east - Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Right on Hunte Parkway. Left on Clubhouse Drive. Right on Silver Springs. Right on School House Road. The staff parking lot is the second driveway on the right.
Interstate 805. Exit on Telegraph Canyon Road East. Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Right on Hunte Parkway. Left on Clubhouse Drive. Right on Silver Springs. Right on School House Road. The staff parking lot is the second driveway on the right.
Interstate 125 (Toll Road). Take the Olympic Pkwy exit, exit 6. Left onto Olympic Parkway. Left onto Hunte Parkway. Right onto School House Road.

Bayfront Charter High School
Dr. Jason Josefatz, Principal
830 Bay Boulevard
Chula Vista, CA 91911

619-934-7000
(7:45 a.m. – 3:45 p.m.)

Interstate 5. Exit on L Street. Left on Industrial Blvd. Left on L Street. Right on Bay Boulevard.!
Interstate 805. West on L Street. Right on Bay Boulevard.

Camarena, Enrique S. (45)
Jason Soileau, Principal
1650 Exploration Falls Drive
Chula Vista, CA 91915

619-591-5500
(7:45 a.m. – 2:45 p.m.)

Interstate 5. East on Palomar Street. Immediately after Broadway, turn right on Orange Avenue. Orange Avenue becomes Olympic Parkway at I-805. Continue east. Right onto Exploration Falls Dr. and pass through one roundabout. The school is located on the right.
Interstate 805. East on Olympic Parkway. Right onto Exploration Falls Dr. and pass through one roundabout. The school is on the right.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Casillas, Joseph (33)

Nicole Walker, Ed.D., Principal
1130 East J Street
Chula Vista, CA 91910

619-421-7555
(7:15 a.m. – 2:15 p.m.)

Interstate 5. East on H Street through Chula Vista, past Interstate 805. Right on Paseo Ranchero. Right on East J Street.

Interstate 805. Exit H Street East. Right on Paseo Ranchero. Right on East J Street.

Castle Park (6)

Alicia Flores, Principal
25 Emerson Street
Chula Vista, CA 91911

619-422-5301
(7:35 a.m. – 2:35 p.m.)

Interstate 5. East on L Street. Right on Hilltop. Right on Emerson.!

Interstate 805. West on L Street. Left on Hilltop. Right on Emerson.

Chula Vista Hills (28)

Aaron Magnan, Principal
980 Buena Vista Way
Chula Vista, CA 91910

619-482-7066
(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on L Street through Chula Vista. L Street becomes Telegraph Canyon Road at Interstate 805. Continue east. Left on Buena Vista Way.

Interstate 805. Exit on Telegraph Canyon Road East. Left on Buena Vista Way.

Chula Vista Learning Community Charter (36)

Daniza Montero, Charter Director
590 K Street
Chula Vista, CA 91911

619-426-2885
(7:45 a.m. – 3:15 p.m.)

Interstate 5. East on L Street. Left on Broadway. Right on K Street. Right into the school.

Interstate 805. West on L Street. Right on Broadway. Right on K Street. Right into the school.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Chula Vista Learning Community Charter Middle (47)

Tanya Trujillo, Charter Director
314 Park Way
Chula Vista, CA 91910

619-946-4200
(7:30 a.m. – 3 p.m.)

Interstate 5. East on H Street. Left on 4th Avenue. Right on Park Way.

Interstate 805. Exit H Street West. Turn right on 3rd Ave. Turn left on G St. Turn right on Garrett Ave. Take the first right onto Park Way.

Chula Vista Learning Community Charter High School (21)

Alma Tessier, Charter Principal
Located at Silver Wing Elementary (28)

Clear View (30)

Ray Devore, Principal
455 Windrose Way
Chula Vista, CA 91910

619-498-3000
(8:15 a.m. – 3:15 p.m.)

Interstate 5. East H Street through Chula Vista past Interstate 805. Turn left on Hidden Vista Drive at the Terra Nova Shopping Center traffic lights. Proceed to the top of the hill and turn left at Windrose Way.

Interstate 805. Exit H Street East. Turn left on Hidden Vista Drive at the Terra Nova Shopping Center traffic light. Proceed to the top of the hill and turn left at the stop sign on Windrose Way.

Cook, Hazel Goes (10)

Anthony Morales, Principal
875 Cuyamaca Avenue
Chula Vista, CA 91911

619-422-8381
(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on L Street through Chula Vista. Left on Cuyamaca.!

Interstate 805. West on L Street. Right on, Cuyamaca.

Discovery Charter (31)

Neil MacGaffey, Executive Director
1100 Camino Biscay
Chula Vista, CA 91910

619-656-0797
(8 a.m. – 3 p.m.)

Interstate 5. East on H Street through Chula Vista, past Interstate 805. Left on Paseo Ranchero. Left on Rancho Del Rey Parkway. Right on Camino Biscay.

Interstate 805. East H Street. Left on Paseo Ranchero. Left on Rancho Del Rey Parkway. Right on Camino Biscay.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Eastlake (7)

Cynthia Orr, Principal
1955 Hillside Drive
Chula Vista, CA 91913

619-421-4798
(8 a.m. – 3 p.m.)

Interstate 5. East on H Street through Chula Vista. Left on Eastlake Drive. Left on Hillside Drive.
Interstate 805. Exit H Street East. Left on Eastlake Drive. Left on Hillside Drive.

Fahari L. Jeffers (51)

Peter Selleck, Ed.D., Principal
1145 Camino Prado
Chula Vista, CA 91913

619-216-6550
(8:15 a.m. – 2:45 p.m.)

Interstate 5. East on Main Street. Left on Heritage Road. Right on Avenida Escaya. Left on Camino Prado.
Interstate 805. East on Main Street. Left on Heritage Road. Right on Avenida Escaya. Left on Camino Prado.

Feaster Charter (4)

Rosario Villareal, Executive Director
670 Flower Street
Chula Vista, CA 91910

619-422-8397
TK-6 (8 a.m. – 2:30 p.m.)
7-8 (8 a.m. – 2:45 p.m.)

Interstate 5. East on E Street. Left on Broadway. Left on Flower Street.
Interstate 805. West on E Street. Right on Broadway. Left on Flower Street.

Finney, Myrtle S. (17)

Rachel Scott, Ed.D., Principal
3950 Byrd Street
San Diego, CA 92154

619-690-1334
(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on Palm Avenue (South of Chula Vista). Left on Piccard Avenue. Right on Byrd Street.

Interstate 805. West on Palm Avenue (Second Palm South of Chula Vista). Right on Piccard Avenue. Right on Byrd Street.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Halecrest (16)

Krista Cardenas, AP
475 East J Street
Chula Vista, CA 91910

619-421-0771
(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on J Street through Chula Vista.

Interstate 805. Exit H Street West. Left on Hilltop Drive. Left on East J Street.

Harborside (9)

Vanessa Lerma, Ed.D., Principal
681 Naples Street
Chula Vista, CA 91911

619-422-8369
(8 a.m. – 3 p.m.)

Interstate 5. East on L Street. Right on Industrial Blvd. Left on Naples.

Interstate 805. West on L Street. Left on Broadway. Right on Naples Street.

Hedenkamp, Anne and William (40)

Dr. Erin Williamson, Principal
930 East Palomar Street
Chula Vista, CA 91911

619-397-5828
(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on L Street through Chula Vista. L Street becomes Telegraph Canyon Road at Interstate 805. Continue east. Right on Paseo Ladera. Left on East Palomar.

Interstate 805. Exit on Telegraph Canyon Road East. Right on Paseo Ladera. Left on East Palomar.
619-421-7080

Heritage (37)

Daniel Romo, Principal
1450 Santa Lucia Road
Chula Vista, CA 91913

(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on L Street through Chula Vista. L Street becomes Telegraph Canyon Road at Interstate 805. Continue east. Right on Heritage Road. Left on East Palomar Street. Left on Monarche Drive. Left on Santa Lucia Road.

Interstate 805. Telegraph Canyon Road East. Right on Heritage Road. Left on East Palomar Street. Left on Monarche Drive. Left on Santa Lucia Road.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Hilltop Drive (3)

Charles Grisier, Ed.D., Principal
30 Murray Street
Chula Vista, CA 91910

619-422-8323
(8 a.m. – 3 p.m.)

Interstate 5. East on H Street. Right on Hilltop Drive. Right on Murray Street.
Interstate 805. Exit H Street West. Left on Hilltop Drive. Right on Murray Street.

Juarez-Lincoln (24)

Mayra Reyes, Principal
849 Twining Avenue
San Diego, CA 92154

619-690-9222
(8 a.m. – 3 p.m.)

Interstate 5. East on Palm Avenue (South of Chula Vista). Right on Twining Avenue.

Interstate 805. West on Palm Avenue (Second Palm South of Chula Vista). Left on Twining Avenue.

Kellogg, Karl H. (13)

Luis Aparicio, Principal
229 East Naples Street
Chula Vista, CA 91911

619-420-4151
(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on L Street. Right on Melrose. Right on East Naples Street.
Interstate 805. West on L Street. Left on Melrose. Right on East Naples Street.

619-422-1127
(7:45 a.m. – 2:45 p.m.)

Lauderbach, J. Calvin (12)

Paulina Martinez-Perez, Principal
390 Palomar Street
Chula Vista, CA 91911

Interstate 5. East on Palomar Street. Left on Fourth Avenue, turn right into the school parking lot!
Interstate 805. West on Orange Avenue. Right on Fourth Avenue. It is located on the corner of Palomar Street and Fourth Avenue.

619-271-2777
(8:15 a.m. – 3:15 p.m.)

Leonardo Da Vinci (Ld)

Courtney Cox, Director
210 Jamul Avenue
Chula Vista, CA 91911

Interstate 5. East on L Street. Right on Monserate. Left on Jamul Ave. The school is located at Bay View Baptist Church.

Interstate 805. West on L Street. Left on Monserate. Left on Jamul Ave. The school is located at Bay View Baptist Church.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to school sites

Liberty (38)

Interim Principal
2175 Proctor Valley Rd.
Chula Vista, CA 91914

619-397-5225
(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on H Street through Chula Vista. Left on Mt. Miguel Road. Left on Proctor Valley Road.

Interstate 805. Exit H Street East. Left on Mt. Miguel Road. Left on Proctor Valley Road.

Interstate 125 (Toll Road). Take the East H St exit, exit 8. Turn left onto East H Street. Turn left onto Mt Miguel Road.

Loma Verde (25)

Bree Watson, Principal
1450 Loma Lane
Chula Vista, CA 91911

619-420-3940
(7:45 a.m. – 2:45 p.m.)

Interstate 5. East on Palomar Street. Right on Orange Avenue. Left on Loma Lane.

Interstate 805. West on Orange Avenue. Right on Loma Lane.

Los Altos (34)

Maria Canales, Ed.D., Principal
1332 Kenalan Drive
San Diego, CA 92154

619-690-5880
(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on Palm Avenue (South of Chula Vista). Right on Piccard Avenue, continue across Del Sol Blvd. The road curves to the left and becomes Marcwade Drive. Right on Kenalan Drive.

Interstate 805. West on Palm Avenue (Second Palm south of Chula Vista). Left on Piccard Avenue, continue to Del Sol Blvd. The road curves and becomes Marcwade Drive Right on Kenalan Drive.

Marshall Thurgood (44)

Ricardo J. Cooke, Ed.D., Principal
2295 MacKenzie Creek Road
Chula Vista, CA 91914

619-656-6252
(8:30 a.m. – 3:30 p.m.)

Interstate 5. East on H Street through Chula Vista, past Interstate 805. Right on Mt. Miguel Road. Mt. Miguel Road curves left into MacKenzie Creek Road.

Interstate 805. Exit on H Street East. Right on Mt. Miguel Road. Mt. Miguel Road curves left into MacKenzie Creek Road.

Interstate 125 (Toll Road). Take the East H Street exit, exit 8. Turn left onto East H St. Turn right onto Mt Miguel Rd. Turn left onto MacKenzie Creek Road.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

McMillin, Corky (39)

Savannah Sturges, Ed.D., Principal
1201 Santa Cora Avenue
Chula Vista, CA 91913

619-397-0103
(8 a.m. – 3 p.m.)

Interstate 5. East on L Street through Chula Vista. L Street becomes Telegraph Canyon Road at Interstate 805. Continue east. Right on La Media. Left on East Palomar Street. Left on Santa Cora Avenue. **Interstate 805.** Telegraph Canyon Road East. Right on La Media. Left on East Palomar Street. Left on Santa Cora Avenue.

Montgomery, John J. (5)

Felicitas Rayray, Principal
1601 Fourth Avenue
Chula Vista, CA 91911

619-422-6131
(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on Main Street. Left on Fourth Avenue.
Interstate 805. West on Main Street. Right on Fourth Avenue.

Mueller Charter, Robert L. (46)

Maureen DeLuca, Ed.D., Executive Director
715 I Street
Chula Vista, CA 91910

619-422-6192
(7:40 a.m. – 3:10 p.m.)

Interstate 5. East on J Street. Left on Colorado Street. Right on I Street.
Interstate 805. H Street West. Left on Broadway. Right on I Street

Muraoka, Saburo (50)

Veronica Konkoly, Principal
1644 Santa Alexia Avenue
Chula Vista, CA 91913

619-409-6639
(8 a.m. – 3 p.m.)

Interstate 5. Turn East onto Main St. Turn left on Hilltop. Turn right onto E Orange Ave. Continue onto Olympic Pkwy. Turn right onto Heritage Road. Turn left onto Santa Victoria Road. Go through the circle and continue to Santa Victoria. Left on Santa Alexia.

Interstate 805. Take Exit 4 for Olympic Pkwy/E Orange Ave. Turn East on Olympic Pkwy. Turn right onto Heritage Road. Turn Left onto Santa Victoria Road. Go through the circle and continue to Santa Victoria. Left on Santa Alexia

Interstate 125 (Toll Road). Take exit 5 for Birch Road. Continue on Birch Road. Take Santa Diana Road to Santa Alexia Ave.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Olympic View (32)

Lisa Lines, Principal
1220 South Greensview Drive
Chula Vista, CA 91915

619-656-2030
(8 a.m. – 3 p.m.)

Interstate 5. East on L Street through Chula Vista. L Street becomes Telegraph Canyon Road at Interstate 805. Continue east - Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Right on Eastlake Parkway. Left onto Clubhouse Drive. Right on South Greensview Drive.

Interstate 805. Exit on Telegraph Canyon Road East. Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Right on Eastlake Parkway. Left onto Clubhouse Drive. Right on South Greensview Drive.

Interstate 125 (Toll Road). Take the Otay Lakes Road exit, exit 7. Turn left onto Otay Lakes Rd. Turn right onto Eastlake Parkway. Left onto Clubhouse Drive. Right on South Greensview Drive.

Otay (26)

Cristina Quiroga, Principal
1651 Albany Avenue
Chula Vista, CA 91911

619-425-4311
(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on Main Street. Left on Albany Avenue.

Interstate 805. West on Main Street. Right on Albany Avenue.

Palomar (15)

Amber MacDonald, Principal
300 East Palomar Street
Chula Vista, CA 91911

619-420-0134
(7:45 a.m. – 2:45 p.m.)

Interstate 5. East on Palomar Street, through Chula Vista.

Interstate 805. West on Orange Avenue. Right on Melrose Avenue. Right on East Palomar Street.

Parkview (23)

Veronica Valdivia, Principal
575 Juniper Street
Chula Vista, CA 91911

619-421-5483
(8:20 a.m. – 3:20 p.m.)

Interstate 5. East on Palomar Street, through Chula Vista past I-805. Right on Oleander Avenue. Left on Azalea. Left on Lilac.

Interstate 805. East on Olympic Parkway. Left on Oleander Avenue. Right on Azalea. Left on Lilac.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to school sites

Rice, Lilian J. (1)

Veronica Delgado, Principal
915 Fourth Avenue
Chula Vista, CA 91911

619-420-7071
(7:30 a.m. – 2:30 a.m.)

Interstate 5. East on L Street. Right on Fourth Avenue.
Interstate 805. West on L Street. Left on Fourth Avenue.

Rogers, Greg (18)

Lizcett Porras, Principal
510 East Naples Street
Chula Vista, CA 91911

619-656-2082
(8 a.m. – 3 p.m.)

Interstate 5. East on L Street through Chula Vista. L Street becomes Telegraph Canyon Road at Interstate 805. Continue east. Right on Oleander Avenue. Left on East Naples Street.
Interstate 805. Exit Telegraph Canyon Road East. Right on Oleander Avenue. Left on East Naples Street.

Rohr, Fred H. (19)

Nicole Dougherty, Prin.
1540 Malta Avenue
Chula Vista, CA 91911

619-420-5533
(8 a.m. – 3 p.m.)

Interstate 5. East on Palomar Street. Right on Orange Avenue. Right on Melrose Avenue. Right on Slate Street.
Interstate 805. West on Orange Avenue. Left on Melrose Avenue. Right on Slate Street.

Rosebank (7)

Teresa Echanove-Merghart, Principal
80 Flower Street
Chula Vista, CA 91910

619-422-8329
(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on E Street. Left on First Avenue. Right on Flower Street.

Interstate 805. Exit E Street West. Right on Flower Street (approximately the second street on the right, past the apartments). The school is located at the top of the hill on the left.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to school sites

Salt Creek (41)

Gloria Montano-Velarde, Principal
1055 Hunte Parkway
Chula Vista, Ca 91914

619-397-5494
(7:45 a.m. – 2:45 p.m.)

Interstate 5. East on L Street through Chula Vista. L Street becomes Telegraph Canyon Road at Interstate 805. Continue east - Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Left on Hunte Parkway. Right into the school parking lot.

Interstate 805. Exit on Telegraph Canyon Road East. Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Left on Hunte Parkway. Right into the school parking lot.

Interstate 125 (Toll Road). Take the Otay Lakes Road exit, exit 7. Turn left onto Otay Lakes Rd. Continue east. Left on Hunte Parkway. Right into the school parking lot.

Silver Wing (21)

M Theresa Corona, Prin.
3730 Arey Drive
San Diego, CA 92154

619-423-3950
(8 a.m. – 3 p.m.)

Interstate 5. East on Palm Avenue (South of Chula Vista). Right on Piccard Avenue. Right on Arey Drive.

Interstate 805. West on Palm Avenue (Second Palm South of Chula Vista). Left on Piccard Avenue. Right on Arey Drive.

Sonia Sotomayor (48)

Martha-Irene Garza, Principal
1790 Santa Christina Ave.
Chula Vista, CA 91913

619-216-6511
(7:45 a.m. – 2:45 p.m.)

Interstate 5. At exit 3, head for the ramp right and follow signs for CA-905 East. Keep left to get on I-805 North. Exit onto E Orange Ave and turn right. The road name changes to Olympic Pkwy. Turn right onto Heritage Rd. Turn left onto Santa Victoria. At the roundabout, take the 2nd exit. Turn right onto Santa Christina Ave. Turn right onto Santa Christina Ave.

Interstate 805. On exit 3, head right on the rap for Main St. Turn left onto Heritage Rd. Turn right onto Santa Christina Ave. Arrive at Santa Christina Ave.



Chula Vista Elementary School District

Human Resources Services and Support

Sunnyside (14)

Delia Arancibia, Principal
5430 San Miguel Road
Bonita, CA 91902

619-479-0571
(7:15 a.m. – 2:15 p.m.)

Interstate 5. East on E Street. E Street becomes Bonita Road at I-805. Continue east through Bonita, past the golf course. Drive straight past the Sunnyside Bridge - don't turn left over the bridge. Continue straight through the light; at that point, the road becomes San Miguel Road. Go one block and turn right into Sunnyside School's driveway.

Interstate 805. East on Bonita Road. Continue east through Bonita, past the golf course. Drive straight past the Sunnyside Bridge - don't turn left over the bridge. Continue straight through the light; at that point, the road becomes San Miguel Road. Go one block and turn right into Sunnyside School's driveway

Tiffany, Burton C. (27)

Crystal Sutton, Ed.D., Principal
1691 Elmhurst Street
Chula Vista, CA 91913

619-421-6300
(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on H Street. Right on Otay Lakes Road. Left on Elmhurst Street.

Interstate 805. Exit H Street East. Right on Otay Lakes Road. Left on Elmhurst Street.

Valle Lindo (20)

Ashley Vasquez, Principal
1515 Oleander Avenue
Chula Vista, CA 91911

619-421-5151
(7:45 a.m. – 2:45 p.m.)

Interstate 5. East on Palomar Street, through Chula Vista. Right on Oleander

Avenue. **Interstate 805.** East on Olympic Parkway. Right on Oleander Avenue.

Valley Vista (22)

Araceli Ibarra Roman, Principal
3724 Valley Vista Way
Bonita, CA 91902

619-479-7171
(7:45 a.m. – 2:45 p.m.)

Interstate 5. East on E Street through Chula Vista. E Street becomes Bonita Road at I-805. Continue east. Left on Willow Street, just past the Kaiser Building and went on Valley Vista Way.

Interstate 805. East on Bonita Road. Left on Willow Street, just past the Kaiser Building. Left on Valley Vista Way.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Veterans (42)

Erika Gregg, Principal
1550 Magdalena Avenue
Chula Vista, CA 91913

619-216-1226
(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on L Street. L Street becomes Telegraph Canyon Road at I-805. Continue east. Right on La Media Road. Left on Santa Venetia Street. Left on Magdalena Avenue.

Interstate 805. East on Olympic Parkway. Right on La Media Road. Left on Santa Venetia Street. Left on Magdalena Avenue.

Interstate 125 (Toll Road). Take the Olympic Parkway exit, exit 6. Turn right onto Olympic Parkway. Turn left onto East Palomar Street. Turn right onto Magdalena Ave. The school is located on the right.

619-422-8374
(7:30 a.m. – 2:30 p.m.)

Vista Square (8)

Ruth Diaz de Leon, Principal
540 G Street
Chula Vista, CA 91910

619-482-8877
(8:30 a.m. – 3:30 p.m.)

Interstate 5. East on H Street. Left on Broadway. Right on G Street.

Interstate 805. Exit H Street West. Right on Fifth Avenue. Left on G Street.

Wolf Canyon (43)

Robert Pollack, Principal
1950 Wolf Canyon Loop
Chula Vista, CA 91913

Interstate 5. East on Palomar Street. Immediately after Broadway, turn right on Orange Avenue. Orange Avenue becomes Olympic Parkway at I-805. Continue east. Right on La Media. Left on Birch. Right on Magdalena Avenue. Left on Wolf Canyon Loop.

Interstate 805. East on Olympic Parkway. Right on La Media. Left on Birch. Right on Magdalena Avenue. Left on Wolf Canyon Loop.

Interstate 125 (Toll Road). Take Birch Road, exit 5. Turn right onto Birch Road. Turn left onto Magdalena Avenue. Left on Wolf Canyon Loop.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Education Service & Support Center (District office)
84 East J Street
Chula Vista, CA 91910

619-425-9600
(7:30 a.m. – 4:30 p.m.)

Interstate 5. East on J Street.

Interstate 805. Exit H Street West. Left on Hilltop Drive. Left on East J Street.

Transportation/Maxwell Corporate Yard (Buses)
Maxwell Road
Chula Vista, CA 91911

619-425-9600 Ext. 181855

Interstate 5. Exit on Main Street, past 805, toward Auto Park Drive. Left on Maxwell Road.

Interstate 805. Exit Main Street. East toward Auto Park Drive. Left on Maxwell Road.



Chula Vista Elementary School District

Human Resources Services and Support

Salary Schedule - Certificated Substitutes

Position	Rate	Long term pay beginning on 31st day <i>(Must have Multiple Subject Teaching Credential)</i>
Teachers, Counselors, and Social Workers (Full day is 7 hours) (Half day is 3.5 hours)	\$200.00 per day	\$283.00 per day
Discovery Charter (Full day is 7 hours)	\$200.00 per day	\$283.00 per day
Chula Vista Learning Community Charter (7.5 hour day) <i>Pay rate eff. June 2025</i>	\$250.00 per day	\$302.20 per day
Mueller Charter (7.5 hour day)	\$303.23 per day	N/A
Bayfront High (8 hour day including 30 min unpaid break)	\$303.23 per day	N/A
Feaster Charter (7.75 hour day)	\$212.42 per day	\$289.29 per day
Arroyo Charter (7 hour day)	\$200.00 per day	\$283.00 per day
Preschool (8 hour day)	\$228.57 per day	N/A
Summer School & ESY	\$25.28/hr.	N/A
Psychologist	\$461.04 per day	N/A

Note: New pay rates are effective July 2025

All K-6 Special Ed. Assignments are paid at the regular District rate (\$200) regardless of the school. This applies to SDC, RSP, PRESCHOOL SPECIAL ED



Chula Vista Elementary School District

Human Resources Services and Support

Salary Schedule - Classified Substitutes

POSITION	RATE
Auto Mechanic	\$28.35/hour
Bus Attendant	\$16.90/hour
Bus Driver	\$23.49/hour
Child Nutrition Services	\$16.90/hour
Clerical (Secretarial) (Administrative Assistant, Buyer, Clerk, Receptionist, School Attendance Secretary/Health Specialist, School Health Clerk, School Secretary, Secretary)	\$16.90/hour
Clerical (Specialist/Technician) (Accounting, Child Nutrition, Human Resources, Payroll, Planning & Facilities, Pupil Services, Student Placement)	\$16.90/hour
Facilities/Maintenance (Custodian, Delivery Driver/Storekeeper, Hardware Technician, Gardener-Groundskeeper, General Maintenance, ESSC Plant Operator, Trades)	\$21.38/hour
Information Technology Technician (Computer Support Technician, Technology Equipment Technician)	\$26.51/hour
Library/Media Services (Library Media Technician, Library Technology Technician)	\$16.90/hour
Mechanic Helper	\$16.90/hour
Noon Duty Supervisor	\$16.90/hour
Paraprofessional (Instructional Assistant, Instructional Assistant – Special Education, Student Attendant)	\$16.90/hour
Student Attendant Campus Substitute (Site Substitute)	\$22.00/hour
Translator/Interpreter – DHH	\$19.37/hour
Training (Clerical, Child Nutrition Services, Custodian)	Varies – Dependent Upon Position (Will be paid after working 5 assignments that require specific training)

Note: New pay rates are effective **January 1, 2026**



Chula Vista Elementary School District

Human Resources Services and Support

Salary Schedule - Classified Substitutes



Chula Vista Elementary School District

Human Resources Services and Support

Pay Dates - Substitute Employees

Dates of Work	Pay Date
July 1 – July 31, 2025	August 29, 2025
August 1 – August 31, 2025	September 30, 2025
September 1 – September 30, 2025	October 31, 2025
October 1 – October 31, 2025	November 26, 2025
November 1 – November 30, 2025	December 19, 2025
December 1 – December 31, 2025	January 30, 2026
January 1 – January 31, 2026	February 27, 2026
February 1 – February 28, 2026	March 30, 2026
March 1 – March 31, 2026	April 30, 2026
April 1 – April 30, 2026	May 29, 2026
May 1 – May 31, 2026	June 30, 2026
June 1 – June 30, 2026	July 31, 2026

Note: Substitutes are paid from the first to the last day of the month. Payday is the last working day of the following month.



Chula Vista Elementary School District Human Resources Services and Support

Classified Substitute Break Entitlement

Hours Worked	First Break (paid)	Second break (paid)	Non-paid Lunch Break
2 hours	YES – 10 minutes after ½ hour of work, but before 1 ½ hours of work.	NO	NO
3 hours	YES – 10 minutes after ½ hour of work, but before 2 ½ hours of work.	NO	NO
4 hours	YES – 15 minutes after 1 hour of work, but before 3 hours of work.	NO	NO
5 hours	YES – 15 minutes after 1 hour of work, but before 4 hours of work.	NO	YES: 30 – 60 minutes at a time approved by the supervisor
6 hours	YES – 15 minutes after 1 hour of work, but before 4 hours of work.	YES – 15 minutes after 4 hours of work, but before 5 hours of work.	YES: 30 – 60 minutes at a time approved by the supervisor
7 hours	YES – 15 minutes after 1 hour of work, but before 4 hours of work.	YES – 15 minutes after 4 hours of work, but before 6 hours of work.	YES: 30 – 60 minutes at a time approved by the supervisor
8 hours	YES – 15 minutes after 1 hour of work, but before 4 hours of work.	YES – 15 minutes after 4 hours of work, but before 7 hours of work.	YES: 30 – 60 minutes at a time approved by the supervisor



Chula Vista Elementary School District

Human Resources Services and Support

Online Pay Stub

Paystub information is conveniently accessible online. Pay stubs will only be available online for employees who receive their pay through direct deposit. To access your pay stub, visit our intranet, which can be found at cvesd.org, and click on the PeopleSoft employee self-service link (exclusive to employees).

The direct deposit pay stub website will always be accessible through the intranet, 24 hours a day, seven days a week. This means that employees can conveniently view their pay stubs online on payday. The direct deposit employee online pay stub website ensures immediate access to your pay stub information. Please don't hesitate to reach out for any further assistance or inquiries regarding accessing your pay stubs online.

To Register:

- ï You must have one of your pay stubs available to register
- ï User ID: <empid> (provided on your first pay stub)
- ï Password: First four of your last name in caps + last four of social security number

Paid Sick Leave

To request paid sick leave, substitutes must already been scheduled for an assignment and unable work due to illness or to care for a qualifying family member in the same household on the day of the assignment. Before canceling the job, please note the job confirmation number, as it will be required to complete the sick leave form. To remove yourself from the assignment and request a replacement substitute, kindly contact the Sub Desk at 619-409-6634. The Sub Desk is available from 6:30 a.m. to 3:30 p.m.

Instructions:

- ï Visit cvesd.org.
- ï Click on the Staff tab at the top.
- ï Click on Employment Information.
- ï Click on substitutes in the toolbar.
- ï Scroll to click on paid sick leave request form.
- ï Print the completed form and sign it.
- ï Email the completed form to the Sub Desk within **30 days** of the assignment. No exceptions!

Requirements:

- ï Eligible after 30 days from hire date.
 - ï Using Sick Leave: You may begin using sick leave after 90 days of employment. It may be used for personal illness or to care for a qualifying family member in the same household.
 - ï Qualifying paid sick leave only applies to assignments that were scheduled for a minimum of 24 hours.
 - ï The maximum request is 40 hours per fiscal year. Sick leave does not roll over.
- Paid sick leave is typically granted to those initially assigned to a job assignment and later unassigned themselves due to illness. Only special circumstances will be considered.



Chula Vista Elementary School District

Human Resources Services and Support

Common Abbreviations

Abbreviation	Description
ACCT	Accounting Department
B or BIL	Bilingual
CLK	Clerk
CNS	Child Nutrition Services
CT	Clerk Typist
CVLCC	Chula Vista Learning Community Charter
DD	Delivery Driver
DHH	Deaf & Hard of Hearing
DLI or DI	Dual Language Immersion - Spanish
ELL	English Language Learner
ECSE	Early Childhood Special Education
F/M	Feaster or Mueller (Different pay rate)
GM	General Maintenance (Custodian)
HR	Human Resources
LC	Library Clerk
LSH	Language, Speech, and Hearing
SDC M/M	Mild to Moderate
SDC M/S	Moderate to Severe
NSH	Non-Severely Handicapped
PRE or Permit Teacher	Preschool
PT	Permit/Preschool Teacher
PTPS	Part-Time Program Support
RSP	Resource Specialist Program
SDC	Special Day Class
SH	Severely Handicapped
S 45	Secretary w/minimum typing of 45 nwpm
S 55	Secretary w/minimum typing of 55 nwpm
TK	Transitional Kindergarten