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
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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
Sharon Casey, Deputy Superintendent
Mark Pong, Assistant Superintendent Business Services and Support
Jessica Morales, Area Assistant Superintendent
Angela Rosendale, Assistant Superintendent Human Resources Services and Support

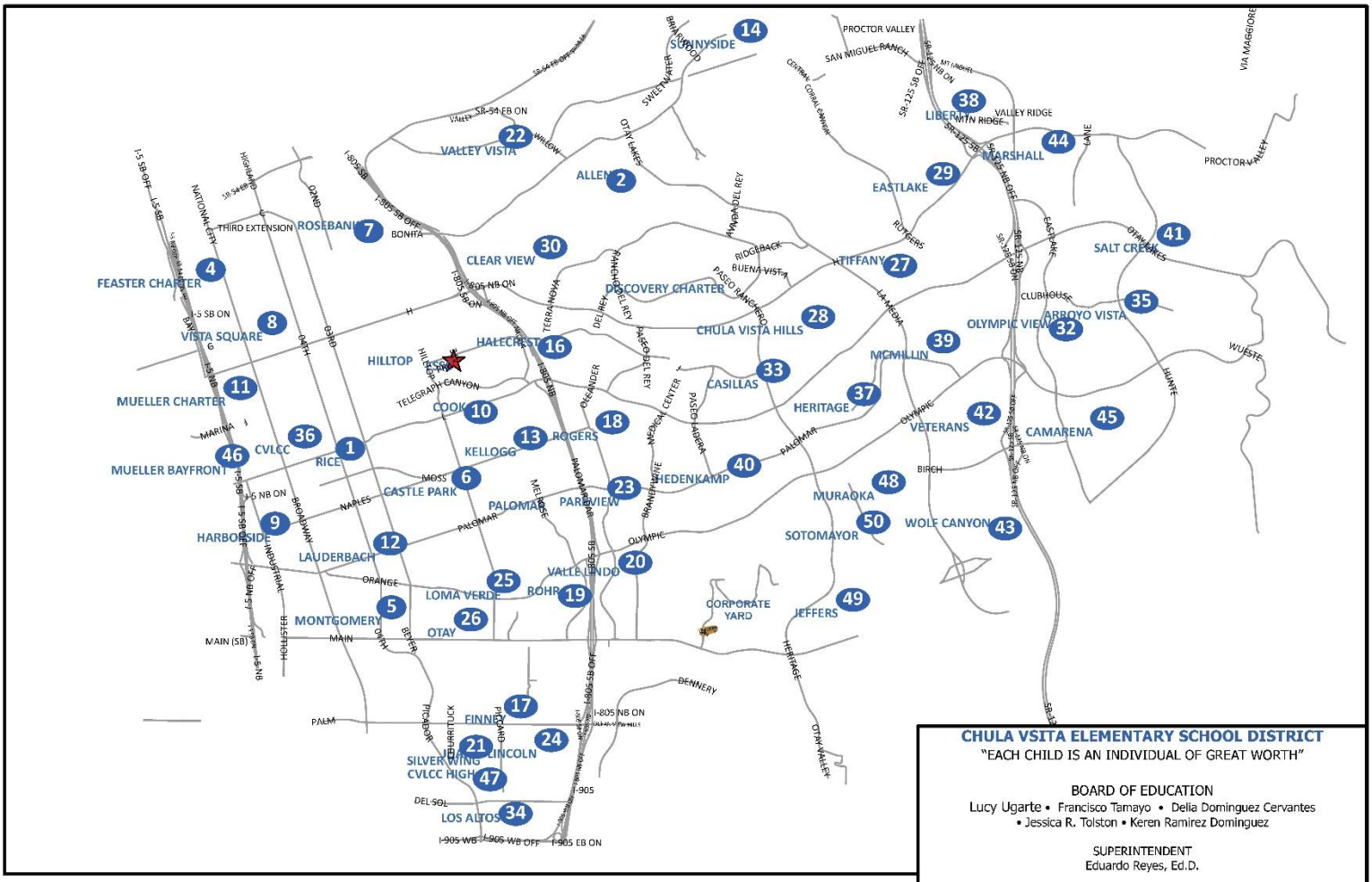
Sub Desk Information

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

Chula Vista Elementary School District

Human Resources Services and Support

Districtwide School Directory

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
DISTRICTWIDE MAP DIRECTORY

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

Chula Vista Elementary School District

Human Resources Services and Support

2026-2027 School Calendar

Chula Vista Elementary School District

2026-2027 School Year-Round Calendar

JULY 2026

S	M	T	W	T	F	S
			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**	

3 Minimum Days

		182-Days Classified	186-Days CNS II & III	185- Days Cert. Staff	200- Days School Staff
7/1	Fiscal Year begins				
7/3	Legal Holiday – Independence Day				
7/8	First Day for 200-day Employees/Principals & APs Report				
7/16	First Day for 186-day CNS II & III				
7/17 – 7/21	Teachers Report to Work				
7/20	First Day for 182-day Employees				
7/22	**Students Report to School – Minimum Day**				
	End of first school month, 8 days taught + 3 teacher workdays	10	12	11	18

AUGUST 2026

S	M	T	W	T	F	S
						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					

4 Minimum Days

		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
	End of second school month, 21 days taught	21	21	21	21

SEPTEMBER 2026

S	M	T	W	T	F	S
		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			

8 Minimum Days

		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
9/7	Legal Holiday – Labor Day				
9/9	CA Admissions Day (Recognized on December 30)				
9/10 – 9/17	Parent/Teacher Conferences – Minimum Days				
9/21 – 10/2	Fall Break				
	End of third school month, 13 days taught	13	13	13	13

OCTOBER 2026

S	M	T	W	T	F	S
				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

5 Minimum Days

		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
10/1 – 10/2	Fall Break (Continued)				
10/1 – 10/2	Principals and APs workday				
10/5	Teachers Report to Work				
10/6	**School Resumes – Students Report – Minimum Day**				
	End of fourth school month, 19 days taught + 1 teacher workday	19	20	20	20

NOVEMBER 2026

S	M	T	W	T	F	S
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					

3 Minimum Days

		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
11/11	Legal Holiday – Veterans Day				
11/23 – 27	Thanksgiving Week Break				
11/26	Legal Holiday – Thanksgiving Day				
11/27	Declared Holiday				
	End of fifth school month, 15 days taught	15	15	15	15

DECEMBER 2026

S	M	T	W	T	F	S
		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		

3 Minimum Days

		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
12/21–1/11	Winter Break				
12/24	Declared Holiday (Christmas Eve)				
12/25	Legal Holiday (Christmas Day)				
12/30	In-lieu of Holiday CA Admissions Day (September 9)				
12/31	Declared Holiday				
	End of sixth school month, 14 days taught	14	14	14	14

LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (51) TEACHER PREP DAYS (5) BREAKS LEGAL HOLIDAYS (17)

Approved: 12/13/23

Chula Vista Elementary School District

Human Resources Services and Support

2026-2027 School Calendar

Chula Vista Elementary School District

2026-2027 School Year-Round Calendar

JANUARY 2027

S	M	T	W	T	F	S
					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						

		182-Days Classified	186-Days CNS II & III	185- Days Cert. Staff	200- Days School Staff
	4 Minimum Days	Days Worked per month			
1/1	Legal Holiday – New Year's Day				
1/1 – 1/11	Winter Break (Continued)				
1/7	Principals Report				
1/11	200-day Employees & APs Report				
1/11	Teachers Report to Work				
1/12	**School Resumes – Students Report – Minimum Day**				
1/18	Legal Holiday – Dr. Martin Luther King Jr. Day				
	End of seventh school month, 13 days taught + 1 teacher workdays	13	14	14	14

FEBRUARY 2027

S	M	T	W	T	F	S
	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						

		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
	3 Minimum Days	Days Worked per month			
2/12	Legal Holiday – Lincoln Holiday (observed)				
2/15	Legal Holiday – Washington Day				
	End of eighth school month, 18 days taught	18	18	18	18

MARCH 2027

S	M	T	W	T	F	S
	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			

		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
	8 Minimum Days	Days Worked per month			
3/11–3/18	Parent/Teacher Conferences - Minimum Days				
3/22–4/2	Spring Break				
3/26	Declared Holiday				
3/31	Legal Holiday – Cesar Chavez Day				
	End of ninth school month, 15 days taught	15	15	15	15

APRIL 2027

S	M	T	W	T	F	S
				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	

		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
	5 Minimum Days	Days Worked per month			
4/1 – 4/2	Spring Break (Continued)				
4/1 – 4/2	Principals and APs workday				
4/5	**School Resumes – Students Report – Minimum Day**				
	End of tenth school month, 20 days taught	20	20	20	20

MAY 2027

S	M	T	W	T	F	S
						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					

		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
	4 Minimum Days	Days Worked per month			
5/31	Legal Holiday – Memorial Day				
	End of eleventh school month, 20 days taught	20	20	20	20

JUNE 2027

S	M	T	W	T	F	S
		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			

		182 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
6/4	End of School Year for Students-180 Days Taught/1 Minimum Day	Days Worked per month			
6/4	Last day for 185-Day Certificated Staff-Teacher Prep Day				
6/4	Last day for 186-day CNS II & III				
6/16	Last day for 200-day Employees				
6/17	Last day for Principals and APs				
6/18	Legal Holiday - Juneteenth				
6/30	Fiscal Year Ends				
	End of twelfth school month, 4 days taught	4	4	4	12
	Total Number of Days	182	186	185	200

LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (51) TEACHER PREP DAYS (5) BREAKS LEGAL HOLIDAYS (17)

Approved: 12/13/23

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)

619-479-3662
(8:20 a.m. – 3:20 p.m.)

Lizeth Lopez, Principal
4300 Allen School Lane
Bonita, CA 91902

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)

619-656-9676
(8:30 a.m. – 3:30 p.m.)

Mary Margaret Landers, Principal
2491 School House Road
Chula Vista, CA 91915

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

619-934-7000
(7:45 a.m. – 3:45 p.m.)

Dr. Jason Josefat, Principal
830 Bay Boulevard
Chula Vista, CA 91911

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)

619-591-5500
(7:45 a.m. – 2:45 p.m.)

Jason Soileau, Principal
1650 Exploration Falls Drive
Chula Vista, CA 91915
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)
Elizabeth Gil, 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)
Lilia Rodriguez, 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) ,
Dana Orozco, Principal
980 Buena Vista Way
Chula Vista, CA 91910

619-482-7066
(7:30 a.m. – 2:30p.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) 619-946-4200
Tanya Trujillo, Charter Director (7:30 a.m. – 3 p.m.)
314 Park Way
Chula Vista, CA 91910

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) 619-498-3000
Ray Devore, Principal (8:15 a.m. – 3:15 p.m.)
455 Windrose Way
Chula Vista, CA 91910

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.

619-422-8381
Cook, Hazel Goes (10) (8:15 a.m. – 3:15 p.m.)
Anthony Morales, Principal
875 Cuyamaca Avenue
Chula Vista, CA 91911

Interstate 5. East on L Street through Chula Vista. Left on Cuyamaca.!
Interstate 805. West on L Street. Right on, Cuyamaca.

619-656-0797
Discovery Charter (31) (8 a.m. – 3 p.m.)
Neil MacGaffey, Executive Director
1100 Camino Biscay
Chula Vista, CA 91910

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)
Denise Fimbres, 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 Kolata, 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)
Luis Aparicio, 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.

Heritage (37)
Daniel Romo, Principal
1450 Santa Lucia Road
Chula Vista, CA 91913

619-421-7080
(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)
Dr. Elizabeth Carzoli,
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.

Leonardo Da Vinci (Ld)
Courtney Cox, Director
210 Jamul Avenue
Chula Vista, CA 91911

619-271-2777
(8:15 a.m. –3:15 p.m.)

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) 619-397-5225
Elizabeth Diaz-Tucker, Principal (7:30 a.m. – 2:30p.m.)
2175 Proctor Valley Rd.
Chula Vista, CA 91914

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) 619-420-3940
Bree Watson, Principal (7:45 a.m. – 2:45 p.m.)
1450 Loma Lane
Chula Vista, CA 91911

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) 619-690-5880
Cristina Barajas, Principal (8:15 a.m. – 3:15 p.m.)
1332 Kenalan Drive
San Diego, CA 92154

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.

619-656-6252
Marshall Thurgood (44) (8:30 a.m. – 3:30 p.m.)
Ashley Serrin, Principal
2295 MacKenzie Creek Road
Chula Vista, CA 91914

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)
Jacqueline Gracia, 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)
Dr. Jillian Musa, 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)
Jose Villegas, 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)
Andrew Falconer,
Principal

619-656-2082
(8 a.m. 3 p.m.)

510 East Naples Street
Chula Vista, CA 91911

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)

Maritza Maldonado, 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)

Siena Barroso, Principal
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)

Pedro Parra Hurtado, 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)

619-421-5151
(7:45 a.m. – 2:45 p.m.)

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

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)

619-479-7171
(7:45 a.m. – 2:45 p.m.)

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

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)
Marisa Chaniot,
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. – 2:30p.m.)

Vista Square (8)
Ruth Diaz de Leon, Principal
540 G Street
Chula Vista, CA 91910

619-482-8877
(8:30 a.m. – 3:30p.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 ***(Must have Multiple Subject Teaching Credential)***
Teachers, Counselors, and Social Workers, Special Ed Teachers K-6, Preschool Special Ed, 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) *Pay rate eff. June 2025*	$250.00 per day	$302.20 per day
Mueller Charter (7.5 hour day)	$303.23 per day	
	*****Special Ed – Please see notes below*****	
Bayfront High (8 hour day including 30 min unpaid break)	$303.23 per day	
Feaster Charter (7 hours, 25 minute day)	$212.42 per day	$289.29 per day
	*****Special Ed – Please see notes below*****	
Arroyo Charter (7 hour day)	$200.00 per day	$283.00 per day
Preschool (8 hour day)	$228.57 per day	
	*****Special Ed – Please see notes below*****	
Summer School & ESY	$25.28/hr.	
Psychologist	$461.04 per day	

Note: New pay rates are effective July 2026

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 (District 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

Pay Dates - Substitute Employees

Dates of Work	Pay Date
July 1 – July 31, 2025	August 31, 2026
August 1 – August 31, 2025	September 30, 2026
September 1 – September 30, 2025	October 30, 2026
October 1 – October 31, 2025	November 30, 2026
November 1 – November 30, 2025	December 18, 2026
December 1 – December 31, 2025	January 29, 2027
January 1 – January 31, 2026	February 26, 2027
February 1 – February 28, 2026	March 30, 2027
March 1 – March 31, 2026	April 30, 2027
April 1 – April 30, 2026	May 26, 2027
May 1 – May 31, 2026	June 30, 2027
June 1 – June 30, 2026	July 30, 2027

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:

- You must have one of your pay stubs available to register
- User ID: <empid> (provided on your first pay stub)
- 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:

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

Requirements:

- Eligible after 30 days from hire date.
- 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.
- Qualifying paid sick leave only applies to assignments that were scheduled for a minimum of 24 hours.
- 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