Minimum Requirements for a Certificated Day-to-Day Substitute

- Passage of the California Basic Educational Skills Test (CBEST) (verified by CBEST verification card, when hired).

- Valid 30-Day Substitute Permit or Teaching Credential (verified on California Commission on Teacher Credentialing [CCTC] at www.ctc.ca.gov)

- Complete an on-line application on district web site: www.scusd.edu.

- Watch for job posting on our website at www.scusd.edu titled Guest Teacher Substitute.

- If selected either you wil be notified via email from the Substitute Office or will be contacted for an Interview.

**Step 1 Application Screening.** Site Principals and Administrators are encouraged to recommend qualified, substitute teacher applicants to Substitute Services. Email request to bobbie-jo-argo@scusd.edu to request screening of an applicant’s on-line application for substitute teaching qualifications. University and College Advisors are also encouraged to recommend qualified candidates, student teachers, and graduates to Substitute Services by emailing a list of recommended names or student teachers to bobbie-jo-argo@scusd.edu, Personnel Technician, Substitute Services will screen the application for substitute teaching qualifications.

**Step 2 Interview.** Based on district needs, all on-line substitute applications are screened every month (or two) we will invite interested applicants for an interview. In addition to the NCLB requirements you will also need to do a brief writing assessment before you will be qualified to substitute. We will screen periodically during the school year and will call qualified applicants at that time. We are Pre K- 12th grade district.

**Step 3 Hiring Process.** Once the substitute candidate has attended the mandatory New Employee Orientation and all pre-employment paperwork and clearances have been received, Substitute Services will send an email to the substitute notifying him/her that he/she is now authorized to voice himself or herself in the Automated Sub Finder System for activation as a day-to-day substitute teacher.
Minimum Requirements for a Classified Day-to-Day Substitute

- Review the position description on district web site for minimum education, experience, and testing requirements. Be sure to include your education, experience, etc., on your application.

- Contact the Testing Center at (916) 643-7400, 643-7456, or 643-7455 to schedule any required clerical, or No Child Left Behind Act (NCLB) classified testing.

- Complete an on-line application on district web site: www.scusd.edu.

- Watch for job posting on our website at www.scusd.edu

- If selected either you will be notified via email from the Substitute Office or will be contacted for an Interview.

Step 1 Application Screening. Site Principals and Administrators are encouraged to recommend qualified, classified substitute applicants to Substitute Services. Email request to bobbie-jo-argo@scusd.edu to request screening of an applicant’s on-line application for classified substitute qualifications.

Step 2 Interview. Based on district needs, all on-line substitute applications are screened. Every month (or two) we will invite interested applicants for an interview. We will screen periodically during the school year and will call qualified applicants at that time. We are Pre K-12th grade district.

Step 3 Clearances. Once the interview process is completed and approved, Substitute Services will contact the candidate via email. The substitute candidate will be invited to: (a) complete the necessary pre-employment processing packet; (b) complete required clearances as appropriate (TB Test, Fingerprinting, Lift Test, OSHA Training, clerical, or NCLB classified testing); (c) sign up to attend a mandatory New Employee Orientation upon submission of completed pre-employment packet. The substitute candidate is required to bring in his/her driver’s license and social security card or passport. NOTE: A candidate is not authorized to start work until Substitute Services notifies candidate via email.

Step 4 Hiring Process. Once the substitute candidate has attended the mandatory New Employee Orientation and all pre-employment paperwork and clearances have been received, Substitute Services will send an email to the substitute notifying him/her that he/she is now authorized to voice himself or herself in the Automated Sub Finder (ASF) system for activation as a day-to-day classified substitute.

Revised: 3/20/15