



OCEAN VIEW SCHOOL DISTRICT

Human Resources



SUBSTITUTE TEACHER APPLICATION PROCEDURE

- Candidates may apply for our Substitute Teacher position through www.edjoin.org. The following documents **need** to be submitted with your online application:
 - a) Valid California Teaching Credential *or* an Emergency 30-Day Substitute Teaching Permit
 - b) OCDE/Live Scan Clearinghouse receipt (yellow paper)
 - c) Unofficial transcripts *with* Bachelor's Degree Confer Date
 - d) CBEST test verification
 - e) Resume
 - f) Three (3) Letters of Recommendation (within 2 years)
 - g) Letter of Introduction
- The district requires *either* a valid California Teaching Credential or an Emergency 30-Day Substitute Teaching Permit (must have a Bachelor's Degree and taken and passed CBEST).
- ***If you do not possess a valid California Teaching Credential or Emergency 30-Day Permit*** you can apply for one at the Orange County Department of Education:
 - a) At the time of your application you will need:
 - I. Official transcripts (unofficial transcripts will not be accepted) verifying your bachelor's degree
 - II. Passing results of the CBEST
 - b) The cost of the application is:
 - I. \$71 for the DOJ/FBI fingerprint clearance for the California Commission on Teacher Credentialing (CTC) – this is known as a "Certificate of Clearance"
 - II. \$60 for fingerprint clearance from the Orange County Department of Education, Clearing House Consortium
 - III. \$102.50 for the application fee for the Emergency 30-Day Permit. You will pay this fee through your CTC online account. You will receive an online CTC account after you apply for your Certificate of Clearance.
- ***If you already have a valid California Teaching Credential or an Emergency 30-Day Permit:***
 - a) You will still need fingerprint clearance from the Orange County Department of Education, Clearing House Consortium. The cost for this clearance is \$60. A photo ID is required when obtaining your fingerprint clearance.
- **A Certificate of Clearance (fingerprint clearance) granted by the California Commission on Teacher Credentialing is separate from the fingerprint clearance required from the Orange County Department of Education, Clearing House Consortium. All applicants are required to obtain fingerprint clearance from the Orange County Department of Education, Clearing House Consortium.**
 - a) The Orange County Department of Education is located at: 200 Kalmus Drive, Building A, Costa Mesa, CA 92626
 - b) Appointments for fingerprint services are available Monday-Friday 8am to 4pm. Appointments are scheduled every 10 minutes. NO WALK-IN SERVICE IS AVAILABLE.
 - c) You can book an appointment by calling (714) 966-4306.



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SUBSTITUTE TEACHER TIERED PAY RATE INFORMATION

On December 11, 2018 the Board of Trustees approved a proposal to increase the Substitute Teacher pay rates.

Effective January 1, 2019:

- The full day rate will be \$125. A full day is an assignment that is more than 3.75 hours.
- The half day rate will be \$62.50. A half day is an assignment that is less than or equal to 3.75 hours.
- A tiered system will be implemented
 - Tier 1: After completing 20 full day assignments for the District (on the 21st full day), an individual will be paid \$130 for a full day worked and \$65 for a half day worked
 - Tier 2: After completing 40 full day assignments (on the 41st full day assignment), an individual will be paid \$135 for a full day worked and \$67.50 for a half day worked
- The long term full day rate will be \$140 after the 20th consecutive day worked (on the 21st full day). This rate will be paid retroactively to the first day.

Credit for days worked will be renewed to zero at the start of each new school year. Any assignments taken during the 2018 calendar year **will not** be counted for the 2018-2019 tiered pay rate.

Questions about the application process, requirements or tiered pay rate?
Please contact the Human Resources Department at 714 847-2551 ext. 1407 or ext. 1405.