Application Process for PreK Substitute Teachers

Early Education Department/SFUSD

ESSENTIAL DUTIES & RESPONSIBILITIES

- The Substitute is responsible for the full schedule of the regular teacher. This includes the classroom day, outdoor play, lunch, nap (if provided by the school), and any special duties performed by the absent teacher.
- The substitute is expected to implement the lesson plans for the classroom to which they are assigned.
- Maintain normal classroom routines and use appropriate re-direction and positive guidance strategies to diffuse classroom behaviors that may arise. The responsible administrator should be contacted in case a serious behavior problem arises.
- The substitute is responsible for supervision of young children as deemed by Child Care Licensing Department Codes.

MINIMUM REQUIREMENTS

SFUSD Application for Employment

- To Complete an online application, go to www.edjoin.org.
- Select “job search-CERTIFICATED” and you will see drop down menu.
- Select Teacher Pre-K.
- Select California and San Francisco and then submit.
- You will see a listing of open positions under SFUSD. Search and apply for “Early Education PreK Substitute.”

Credentials

- Minimum 12 Units of Early Childhood education from an accredited Institution.
- An Associated Degree in Early Childhood Education or Bachelor’s Degree in Early Education is preferred but not required.
  o NOTE: We are seeking substitutes in general but have a particular need for candidates that are additionally fluent in Spanish & Cantonese.

Commitment

- Be available for substitute assignments every day; but especially on Mondays and Fridays.
- Be willing to work at any and all SFUSD Early Education PreK locations.
- Substitute a minimum of 2 days per week (=36 days per year) in order to be part of the sub pool.

Contact: SFUSD Human Capital Team at (415) 241-6101 or teach@sfusd.edu.