Application Process for Substitute Teachers

ESSENTIAL DUTIES & RESPONSIBILITIES

- The substitute is responsible for the full schedule of the regular teacher. This includes the classroom day, study halls, yard duty and any special duties performed by the absent teacher.
- The substitute is expected to implement the lesson plans for the class to which they are assigned, correct classroom assignments and homework received, as time permits.
- Maintain normal classroom routines and discipline procedures. The responsible administrator should be contacted in case a serious discipline problem arises.
- Leave adequate notes regarding what was accomplished in class, a description of problems that may have occurred and resolutions to said problems, a lesson plan for the next day if applicable and any other information that may be required by an administrator.

MINIMUM REQUIREMENTS

SFUSD Application for Employment
- Complete an online SFUSD application at www.sfusd.edu/jobs; your application will be screened and you will receive notification of approval within 2 weeks of submission.

Credentials
- Current California Teaching Credential, California Emergency 30-Day Substitute Teaching Permit, or Out-of-State Teaching Credential
  - NOTE: We are seeking subs in all areas but have particular needs for candidates with credentials or expertise in:
    - Math and Science: Chemistry, Physics, Mathematics
    - Special Education: Education Specialist Credential
    - Bilingual Education: Spanish, Cantonese, Mandarin, Korean, Filipino, Japanese fluency
- Bachelor’s Degree and passage of “Basic Skills” examination. For more information and/or to register: http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf
- 30-Day Substitute Permit
  - To obtain: http://www.ctc.ca.gov/credentials/how-to-apply.html
  - To renew: http://www.ctc.ca.gov/credentials/online-services/default.html

Please note: If you have a permit, or credential application that is pending with the state of CA, please contact us at teach@sfusd.edu as we might be able to offer additional assistance.

Commitment
- Be available for substitute assignments every day; but especially on Mondays and Fridays
- Be willing to work at any and all SFUSD schools (all grade levels and subject areas)
- 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