



PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue, Pacific Grove, California

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Dear Substitute Applicant:

Thank you for your interest in serving as a substitute teacher in the Pacific Grove Unified School District. In order to be placed on our active substitute list, you need to complete our district forms and application (Located on our district website (www.pgusd.org)).

In addition, you will need to provide the following information:

- Current California credential or substitute permit
- CBEST card
- Valid driver's license and social security card
- Finger print clearance through the Department of Justice

All school employees are required to have fingerprint clearance prior to starting employment. The Monterey County Office of Education provides a fingerprint consortium. This allows subs to pay a nominal fee to have clearance information distributed to all districts in which they may be interested in working.

Substitute teachers must hold a credential or permit authorizing substitute service. Eligibility for a "30 Day Emergency Substitute Permit," which is valid for one year, is based on a Bachelor's Degree and passage of the California Basic Educational Skills Test (CBEST). Information and assistance in applying for credentials or permits may be obtained through the Monterey County Office of Education, 831-755-0300 (ext.046) or 831-784-4260.

Persons not previously employed in California in a position requiring certification are required to submit a medical certificate of clearance. Forms as prescribed by the State Board of Education are included in the employment packet. The examination shall have been conducted not more than six months before the submission of the certificate and shall be at the expense of the applicant (EC 44839).

All work hours of substitute teachers are reported by the school sites to the Payroll Office. Payroll checks are mailed on the last working day of each month and encompass work performed from the 16th of the previous month through the 15th of the current month.

Daily pay rate:

- California credential ~ \$140
- Substitute permit ~ \$128

When all your paperwork is completed your name will be sent to the school board for approval. We use an automated sub line AESOP which can be accessed it by phone or online. You will be mailed an AESOP ID and PIN # after board approval.

PLEASE NOTE:

When you have completed the paperwork return it to the Human Resource Office, 435 Hillcrest Avenue, weekdays between 8:00AM & 1:00PM.

If you have questions call Kelly Van Houtan @ 646-6553.



Monterey County Office of Education

Leadership, Support, and Service to Prepare All Students for Success

Dr. Nancy Kotowski
County Superintendent of Schools

SUBSTITUTE TEACHING FOR THE MONTEREY COUNTY

Monterey County Office of Education
SUBSTITUTE CONSORTIUM
901 Blanco Circle, Salinas, CA 93901

\$49 +?? FBI/DOJ required for the Commission on Teacher Credentialing (CTC). This will be a one-time clearance to get put on file at the Commission. **(PAY THIS AT THE LIVE SCAN LOCATION)**

\$102.50 Fee for permit/credential
(Must pay online @ www.ctc.ca.gov)

Credentials Analyst
@montereycoe.org
Phone: 831-755-0300 ext. 046

\$85 Pre-employment Department of Justice (DOJ) and FBI clearance (Monterey County Office of Education (MCOE) Fingerprint Consortium). This type of fingerprint clearance would be good for the entire county and must be done with the County Office. **(PAY THIS AT THE COUNTY OFFICE)**

NOTE: If you want to work in various districts in the county, then this is the type of clearance we recommend. If you want to substitute one district only, then we recommend contacting the district desired to get fingerprint clearance directly with them.

For the **First Time** Credential application for the Emergency 30-Day Substitute Permit, be sure to have the following items. Incomplete applications will not be processed.

- 1) Application Form
- 2) Live scan Receipt/Form
- 3) CBEST Transcript
- 4) Official Transcripts (showing conferred B.A. / B.S)