



# PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

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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](http://www.pgusd.org))). go to the Employment tab – Substitute Teacher Information.

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 (must be valid physical copy)
- Fingerprint 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, 831-755-0379.

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 16<sup>th</sup> of the previous month through the 15<sup>th</sup> of the current month.

Daily pay rate:

- California credential ~ \$150
- Substitute permit ~ \$137

When all of your paperwork is completed, your name will be sent to the school board for approval.

We use an automated sub line AESOP/Frontline which can be accessed it by phone or online.

You will be e-mailed an AESOP/Frontline ID and PIN # after board approval. Upon logging in to AESOP/Frontline you will be prompted to create your AESOP/Frontline account.

**PLEASE NOTE:**

*When you have completed the paperwork return it to the Human Resource Office, Please call to schedule an appointment. We are located at 435 Hillcrest Avenue, weekdays between 8:00 AM - 3:00 PM (Mon.-Fri.) If you have questions call Kimberly Ortiz @ 646-6553*