

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

10293 Bloomfield Street • Los Alamitos, CA 90720-2200 • (562) 799-4700, ext. 80407 • FAX (562) 799-4712

SUBSTITUTE TEACHER APPLICATION PROCESS

1. Application for the position of Substitute Teacher requires the following be submitted to the Los Alamitos District Office (no emailed, online or faxed applications will be accepted):
 - a. A completed **“Certificated Substitute Employment Application”**. Click [here](#) for the link to the application.
 - b. A **valid California Teaching Credential or an Emergency 30-Day Substitute Teaching Permit** (see the requirements below). If you need to apply for a 30-Day Substitute Teaching Permit, you may do so through the Orange County Department of Education (OCDE) at 200 Kalmus Drive in Costa Mesa, ph # (714) 966-4306. The initial cost for a one-year 30-Day Substitute Teaching Permit is **\$173.50/\$176.50 (\$102.50 [\$100.00 + \$2.50 on-line processing fee] for the permit + \$71 (cash) or \$74 (credit card) for DOJ/FBI fingerprint clearance processing for the permit)**. The 30-day Substitute Teaching Permit is valid for one year from the date of issue and is valid for all California schools. First time application for a 30-Day Substitute Teaching Permit requires:
 - i. **Official transcripts** verifying your Bachelor’s Degree
 - ii. Passing results of **CBEST** or its equivalent.
 - iii. **\$102.50 application fee** [\$100.00 application + \$2.50 on-line processing fee] for the permit, processed via an online application. A credit card is required.
 - iv. **DOJ/FBI fingerprint clearance**, \$71 (cash) or \$74 (credit card). If you have already applied for a CTC Certificate of Clearance through a university or college, then you will only be required to complete live scan for employment, see below. Please bring your Certificate of Clearance to your OCDE’s appointment.
 - c. **OCDE Clearing House Fingerprint clearance**, \$60 (cash) or \$62 (credit card). Los Alamitos USD requires all of our Substitute Teachers to complete the Live Scan Fingerprinting process through the OCDE Clearing House. We will not accept fingerprint clearance from any other employer, county, etc. An appointment is necessary for this OCDE service. (Click on this [link](#) for information/map). You will need picture I.D. which can be a driver’s license, state ID card, VISA or passport. If fingerprint clearance is needed for both the initial 30-Day Substitute Teaching Permit and employment, the combined cost is \$131 (cash) or \$135 (credit card) plus \$102.50 for the permit application.
2. Completed applications are reviewed as received, on an ongoing basis. Selected applicants will be notified.
3. If hired as a Substitute Teacher, you’ll be contacted to schedule in person meeting and will need to bring the following:
 - a. Los Alamitos USD hiring packet
 - b. California Teaching Credential or 30-Day Substitute Teaching permit or copy of credential application from OCDE (if not submitted with initial application)
 - c. Social Security card
 - d. Driver License or a State-Issued I.D. card with a photograph
 - e. Proof of recent TB examination*
 - f. CBEST test verification or its equivalent
 - g. Addresses and Social Security numbers of two beneficiaries
 - h. Name, address and phone number of your physician for an employee emergency card
 - i. Proof of fingerprint clearance from the OCDE (if not submitted with initial application)

*All Substitutes must comply with the requirement of the State Board of Education that all teachers provide evidence of freedom from tuberculosis once every four years. This report must be filed with the District Human Resources Office.

Los Alamitos USD Substitute Teacher Salary

Substitute Teachers are paid at the rate of \$130.00 per day/\$18.571 per hour. Long-term assignments beginning on the eleventh consecutive day in the same classroom, for the same Teacher are paid at the rate of \$155.00 per day/\$22.14286 per hour. Additionally, this long-term rate is retroactively applied to the first day of the assignment and remains in effect until the end of this long-term assignment. (Salary effective 1/1/2021)