

ALBANY UNIFIED SCHOOL DISTRICT

HOW TO BECOME A SUBSTITUTE TEACHER

Thank for you for considering becoming a substitute teacher for the Albany Unified School District. The following steps will guide you through the entire process of becoming a substitute teacher. If you do not already have a Substitute Teaching Permit or California Credential, AUSD HR will facilitate your application for a 30-Day Emergency Substitute Permit during the hiring process. If you need assistance, please contact HR at 510-558-3757.

Requirements Checklist

Required for Employment		
<input type="checkbox"/>	EdJoin Application	Go to www.edjoin.org , search for “Albany Unified” and find the posting for Substitute Teacher.
<input type="checkbox"/>	Three Letters of Recommendation	You will upload these letters as part of your EdJoin application.
<input type="checkbox"/>	References & Resume	You will enter contact information for three references and upload your resume as part of your EdJoin application.
<input type="checkbox"/>	Background Check	You will be fingerprinted as part of the hiring process. You cannot work with students before you pass the background check.
<input type="checkbox"/>	TB Clearance	Anyone working in California schools needs to be cleared for TB, a highly contagious disease. You will need to provide proof of TB clearance, dated within the last year.
<input type="checkbox"/>	Identification	Present either: Current Driver's License + Social Security Card or US Passport
Required for Substitute Teaching Permit		
<input type="checkbox"/>	Basic Skills Exam	<p>Official verification of scores for the one of the following:</p> <ul style="list-style-type: none"> ● CBEST: Passing scores for all three sections Math, Reading, and Writing ● SAT*: 550/Math, 500/English ● ACT*: 23/Math, 22/English ● AP Examinations*: 3+ on Calculus or Statistics and English Language or English Literature <p><i>* If you don't have an official copy of your scores, you will need to order a copy from the test provider. The easiest way to do it is to call: ACT at 319-337-1270 or Collegeboard at 866-756-7346. AP Scores must be ordered via mail.</i></p>
<input type="checkbox"/>	Official Transcript (BA/BS)	<p>There are two ways to submit official transcripts:</p> <ul style="list-style-type: none"> ● Electronically: Emailed from your college or university directly to Cheryl Cotton <ccotton@ausdk12.org> or Marina Gonzalez <mgonzalez@ausdk12.org>. Note that it must be directly sent by the college or university. ● Hard Copy: Submit official transcripts in a sealed envelope from your college or university. Don't open the envelope before bringing it to HR.

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Application and Hiring Process

1	Complete Albany Unified online application via EdJoin (www.edjoin.org , search for “Albany Unified” and find the posting for Substitute Teacher).
2	Make an appointment with Cheryl Cotton (510-558-3757) or Marina Gonzalez (510-558-3754) for “pre-employment paperwork and fingerprinting.” Cheryl or Marina will reach out to you after you’ve submitted your application. You must have all of the documents from the requirements checklist (above) ready, in hand, for your appointment; be sure to schedule with enough time to gather them.
3	Pre-Employment Paperwork & Fingerprinting Go to AUSD Administrative Office at 819 Bancroft Way, Berkeley for your appointment. Bring documentation for all checklist requirements (above), exactly as indicated. You will be given a fingerprinting form and suggested locations for fingerprinting. One form is for the Commission on Teacher Credentialing and the other is for the school district.
4	Payment for CTC Substitute Permit After your fingerprints clear, AUSD will submit your permit application to the California Commission on Teacher Credentialing (CTC). The CTC will then email you directly for payment. You’ll register on the CTC website, then login to pay the \$102.50 fee for your permit. You will need a credit or debit card to complete this step.
5	Confirmation Permit Was Issued Once the CTC processes your application, you will receive email confirmation that the permit was issued. Forward this email to Marina Gonzalez < mgonzalez@ausdk12.org > to continue your hiring process.
6	Offer of Employment Once your background check comes back, reference check is complete and all required documents are reviewed, HR will contact you to attend the intake process. During this meeting, you will learn about eSchools, the system the district uses to manage substitute teaching jobs, and other district functions.