

# SUBSTITUTE TEACHERS WANTED!!

## WANT TO MAKE A DIFFERENCE IN A CHILD'S LIFE?

If you love working with children, we welcome you to join our substitute teacher team today! HCSD substitute teachers earn **\$156 per day** and have excellent job flexibility! You can choose to work at one school or all schools, once a week or just a few days a month. For those of you interested in working every day, the rate is \$180 in the same class for 21 consecutive days! We look forward to hearing from you!

If you have any questions about substitute teaching in HCSD, please call Leilani Dowd at (650) 342-5193 or send an email to [ldowd@hcsd.k12.ca.us](mailto:ldowd@hcsd.k12.ca.us) to learn more.

## TO GET YOUR SUB PERMIT

**Step 1:** Obtain a Certificate of Clearance:  
<http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>

**Step 2:** Fulfill the CA Basic Skills Requirements:  
<http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>

**Step 3:** Complete job application on:  
[www.edjoin.org](http://www.edjoin.org) (search for "Hillsborough City")

**Step 4:** You will be contacted to set up an appointment at the District Office. You will need to bring:

- A valid driver's license
- Social Security Card
- Current TB Test Results
- A personal check (nonrefundable) for Live Scan fingerprint testing for our district

**Step 5:** Obtain official transcripts for Bachelor's degree

