

Welcome to the Las Lomas Elementary School District!

Thank you for your interest in substitute teaching. We invite you to join our substitute teacher pool and become a member of our community of diverse learners. Below are answers to frequently asked questions regarding substitute teaching.

What is the process of becoming a substitute teacher for the Las Lomas Elementary School District?

Substitute teachers must hold either a full California Teaching Credential or a California Emergency 30-Day Substitute Teaching Permit before substituting in Las Lomas School District. You may apply for the substitute teacher pool through Edjoin. The link to Edjoin can be found on the District website at <http://llesd-ca.schoolloop.com/Employment>. Once your application is received, you will be invited to interview with our administrative staff. If selected for our substitute pool, you will be provided a Live Scan fingerprint background clearance form which can be taken to any Live Scan Operator. The cost of for the DOJ background check is incurred by the applicant. In addition, Live Scan Operators will charge a rolling fee between \$20 - \$25. You will need to provide proof of a negative TB test result within the last 60 days prior to starting with the District, and provide proof of your eligibility to work within the United States (valid passport or original social security card and valid driver's license).

What is a 30 Day Substitute Teaching Permit?

The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive, or in classes organized primarily for adults. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year. This permit is valid for one year and is renewable.

How does one qualify for a 30 Day Substitute Permit?

Applicants need to apply with the California Teacher's Commission for a 30 Day Substitute Permit. The following items are required with the application:

1. Official transcripts showing the conferral of a baccalaureate or higher degree from a regionally accredited college or university.
2. Candidates must pass a Basic Skills Test (CBEST) <http://www.ctcexams.nesinc.com/>
3. Completed application (form 41-4), and, if not previously submitted to the Commission, a completed Live Scan receipt (form 41-LS). Out-of-State residents must submit two fingerprint cards (FD-258) in lieu of a Live Scan receipt. If submitting fingerprint cards, current fingerprint processing fees must accompany the application packet.
4. Application processing fee, currently \$100, payable to the California Teachers' Commission.

Our District human resources department can help you expedite your application with the commission. Please call Swashant'e Dillon at 650-854-6311 ext. 31 to schedule an appointment.