

# How to Become a Substitute Teacher with Capistrano Unified School District

Thank you for your interest in employment with Capistrano Unified School District as a Substitute Teacher. Below is an extensive list of what we require from substitute teachers who wish to apply to become a substitute for the Capistrano Unified School District. **PLEASE MAKE SURE TO READ THROUGH THIS LIST BEFORE CONTACTING HUMAN RESOURCE SERVICES FOR ANY QUESTIONS.**

## **Minimum Requirements**

- Hold a Bachelor's Degree
- Have passed the CBEST
- Hold a 30 Day Emergency Permit or a California Teaching Credential (*for more information on how to obtain this requirement, please visit the [CTC website](#)*)
- Employment Fingerprint clearance through Orange County Department of Education (*To schedule an appointment please call 714-966-4306 or visit the [OCDE website](#).*)

## **How to Apply**

Please visit our [EdJoin webpage](#) where all available postings for Capistrano Unified School District are listed. You will need to search for the **Substitute Teacher - Day to Day and Long Term Assignments** post. You can set the search filter to Certificated. We do not require that you attach documents to your application. However, you **must** list the credential or permit you hold, your Bachelor's degree information, and any previous work experience. We ask that you complete the application with as much information as you can provide.

## **The Next Steps**

Once you have submitted your application, it will be screened to see if you meet the qualifications to be considered further for the position of a Substitute Teacher. We then will send you an email with further information on attending a mandatory substitute teacher orientation, along with the other pre-employment requirements. **If you do not receive an email within 2 weeks of submitting your application, please contact the substitute support desk.**

## **Frequently asked questions**

Do I need to hold a teaching credential?

- **YES.** If you do not hold a California credential, you must apply for a 30-Day Emergency permit in order to substitute teach. For more information visit [www.ctc.ca.gov](http://www.ctc.ca.gov), [OCDE website](#), or call the Orange County Department of Ed (714) 966-4000.

I have been fingerprinted through another livescan agency. Does that suffice the requirement?

- **NO.** You must be fingerprinted through OCDE in Costa Mesa, CA. You will be emailed a yellow carbon copy with a bell at the top and a stamp at the bottom. To make a fingerprinting appointment @ OCDE – please call 714-966-4306 or visit the [OCDE website](#).

I am a Student Teacher and would like to substitute for my Mentor Teacher. How do I go about doing that?

- Please visit our [EdJoin webpage](#) and apply under the **Student Teacher/ Substitute Teacher - CURRENT CAPISTRANO UNIFIED SCHOOL DISTRICT STUDENT TEACHERS ONLY** posting. You will receive an email with further information, once your application has been submitted.

Are there other documents or requirements that you require to substitute?

- Once you submit your application, you will receive an email with further information on what other documents we require. These include: 2 Letters of Recommendation or 2 Reference Names (with contact information), a copy of your CA Teaching credential or 30-Day Emergency Permit, negative TB test results within the last four years), and OCDE employment fingerprint clearance. You **must** have these completed in order to be eligible to substitute teach for Capistrano Unified School District. **These are not required to be submitted with your EdJoin application.**