

CERTIFICATED SUBSTITUTE

INFORMATION SHEET

<http://www.kernhigh.org> (Personnel Division/Substitute)

Thank you for your interest in substitute teaching for the Kern High School District (KHSD). KHSD works substitutes on-call-at-will-as-needed, applications will be accepted and applicants considered periodically. All substitute teachers must have their BA/BS and the CBEST.

Substitute Teachers can apply for the 30-Day Substitute Permit (Emergency Credential) with The Kern County Superintendent of Schools
1300 17 St. – City Centre
Bakersfield, CA 93301-4533

On-Line App. Fee: \$63.00 (Visa or Master Card)
(661) 636-4370 for more information go to:

<http://www.kern.org/hr> select: Credentials Office, substitute-teaching permits, substitute-pay-rates

If hired you will need to provide a copy of the following:

- a. All Substitute Teachers must apply to be on the KCSOS County Wide Sub List.
- b. Proof that you have applied for a 30 Day Sub Permit or Credential. If applicant holds a Valid Credential: Single Subject, Multiple Subject, General Secondary, or Standard Secondary proof must be provided.
- c. A copy of your Department of Justice Fingerprint Clearance from the KCSOS.
- d. A copy of a physical for 1st time teachers and Retirees is required. Retirees must provide a copy of their physical for the Kern County Superintendent of Schools. Retiree physicals are good for 4 years.
- e. You **MUST** provide a **COPY** of your most recent “OFFICIAL” transcripts, showing proof of BA or BS, no exceptions.
- f. C-BEST.
- g. TB clearance showing verification of freedom from tuberculosis. **TB clearances are valid for 4 years.**
- h. A copy of social security card and driver license are required, no exceptions.
- i. Retirees must show proof that they have worked in a Public School in the last 39 months, otherwise, they must take C-BEST.

Substitutes have certain guidelines they should be aware of. If there is anything you do not understand or have questions about, please do not hesitate to ask. We will assist you in every way possible.

- **Substitutes are hired on an as needed basis** with no guarantee of how long or how often you will work. *There is no work available during the winter, spring or summer recess periods.*
- **Payday** is always the 15th day of the month based on all work performed the previous month. Pay warrants are mailed to your home address. Subs may set-up direct deposit.
- Substitutes are **paid at an hourly rate** specified for their job classification based on the credential held. Emergency Substitute Permit \$17.00; Valid Credential \$21.00; KHSD Retiree \$22.00. Please keep record of your time in addition to the time card you submit at each school site.
- Substitutes **report to the School Office Supervisor** at the main office for authorization to be on campus, arrive at least 15 minutes before the start of the job for a time card and instructions.
- Substitutes are not considered part of the regular certificated service and therefore are **not entitled to fringe benefits, sick leave, or vacation.**
- In lieu of Social Security the District contributes into the SISC Defined Benefit Plan. Medicare will be withheld from your pay.
- Upon completing 100 days certificated substitutes qualify for the State Teachers’ Retirement System (CALSTRS) Contributions of 8% of your pay will be deducted.
- Failure to comply with the Kern High School District’s policies, rules, and regulations, will be cause for termination.
- As a substitute, you must be registered and trained in the use of *CASE (Computer Automated Substitute Employment calling system “Casey”)*
- Absences are entered by the employee into the system which creates job assignment requests. Those job assignments are processed through the database and *CASE* then calls the best qualified substitutes during the defined call-out times.
- All substitute assignments are to originate through *CASE* or the *CASE Operator*.