

**EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT**  
**APPLICATION PROCESS**

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. 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.

**Complete the application process following the steps in the order listed below:**

- 1) Contact the KCSOS Credentials Office to determine your eligibility. The Credentials Office is available by email at [credentials@kern.org](mailto:credentials@kern.org) or by phone at 661-636-4197.
- 2) Schedule a Live Scan (Fingerprint) appointment online through the KCSOS Human Resources website: [www.kern.org/hr](http://www.kern.org/hr); click on Live Scan/Fingerprint Appointments
- 3) Report to the Credentials Office (*Enter through the Credentials Office door to the right*) for your live scan appointment with the following:
  - Credit or Debit Card to pay live scan processing fees **and** valid government issued driver's license card or identification card
  - Live Scan Request form(s) – obtain from the KCSOS Credentials Office
  - Information Necessary for Substitute Teaching form
  - CTC Professional Fitness Questions form
- 4) Order an **official** transcript verifying a bachelor's degree **or** higher from a regionally accredited university/college. The university's accreditation must be accepted by CTC (see reverse). **Electronic transcripts (e-scripts) are accepted, but only if they are emailed directly by the university/college or e-script service provider to KCSOS Credentials Office at [transcripts@kern.org](mailto:transcripts@kern.org)** (*Note: It takes 24-48 hours for e-scripts to be received and downloaded.*)
- 5) Complete all of the items listed below and then schedule a Credentials Appointment to submit: [www.kern.org/hr](http://www.kern.org/hr); click on Credentials Appointment
  - Copy of Live Scan Request form(s)
  - Official transcript (if you order e-scripts, they must be received by our office prior to your Credentials Appointment)
  - Official results verifying passage of the Basic Skills Requirement (BSR)
  - Completed Application for CTC Recommendation form. Please review the CTC Professional Fitness Questions (*see back of form*). If you have a "yes" answer, a Certificate of Clearance is required before you will be recommended for the substitute permit. Arrest/investigation report(s), and a **certified** copy of all court document(s) is required for submission to CTC. Ask the Credentials Office for more information.
  - Completed Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire, or a Negative Tuberculosis Skin/Blood Test or Chest X-Ray completed within **60 days** of application, or valid TB clearance verified by a school district  
*The Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire must be signed by a Licensed Physician, Physician Assistant, Nurse Practitioner, or Registered Nurse. The TB or Chest X-Ray results must be signed by a Licensed Physician, Physician Assistant, or Nurse Practitioner.*
  - Completed Certificate of Medical Examination of Applicants form
  - Completed KCSOS County-Wide Substitute Teacher Eligibility List Requirements form
  - Certificates of Completion: Mandated Child Abuse Reporting for Educators **and** Sexual Harassment Prevention for *Non-Supervisory Personnel* online trainings
  - Credit or Debit Card to pay the \$102.65 online processing fee for the Emergency 30 Day Substitute Permit
- 6) When your substitute permit has been granted and your County-Wide Substitute employments fingerprints have cleared, submit the following to the Credentials Office by email at [credentials@kern.org](mailto:credentials@kern.org)
  - Copy of valid Emergency 30-Day Substitute Permit (printed from CTC website: [www.ctc.ca.gov](http://www.ctc.ca.gov))
  - KCSOS County-Wide Fingerprint Clearance form (1/2 sheet received by mail approximately 10 days after fingerprint appointment)

## **Acceptable Regional Accrediting Bodies**

### **Middle States Association of Colleges and Schools (MSA)/Commission on Higher Education (MSCHE)**

[www.msche.org](http://www.msche.org)

States represented by MSA: Washington DC, Delaware, Florida, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, U.S. Virgin Island, and Overseas

### **The Northwest Commission on Colleges and Universities (NWCCU) (formerly Northwest Association of Schools and Colleges or NASC)**

[www.nwccu.org](http://www.nwccu.org)

States represented by NWCCU: Utah, Idaho, Washington, Alaska, New York, Oregon, Nevada, Montana, and Costa Rica

### **Higher Learning Commission (HLC) (formerly North Central Association of Colleges and Schools or NCA)**

[www.hlcommission.org](http://www.hlcommission.org)

States represented by HLC: Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, and Wyoming

### **New England Commission of Higher Education (NECHE) (formerly New England Association of Schools and Colleges or NEASC-CIHE)**

[www.necche.org](http://www.necche.org)

States represented by NECHE: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont and Overseas

### **Southern Association of Colleges and Schools/Commission on Colleges (SACS-COC)**

[www.sacscoc.org](http://www.sacscoc.org)

States represented by SACS-CC: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and Latin America

### **Western Association of Schools and Colleges/Senior College and University Commission (WSCUC)**

[www.wscuc.org](http://www.wscuc.org)

States represented by WASC-JR & SR: California, Hawaii, Guam, American Samoa, Federated States of Micronesia, Republic of Palau, Commonwealth of Northern Marianas Islands, Pacific Basin and East Asia

## **Live Scan (Fingerprint) Fees**

Fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required from every applicant for any credential, permit, or certificate. For privacy protection, fingerprints are not transferrable/shared between agencies.

### **Appointment Scheduling**

Fingerprinting is by appointment only. Appointments are made online through the Kern County Superintendent of Schools Human Resources website: [www.kern.org/hr](http://www.kern.org/hr); click on **Live Scan/Fingerprint Appointments**

### **Fees**

- Commission on Teacher Credentialing (CTC) and County-Wide Substitute Teacher Employment Prints**  
\$49.00 DOJ/FBI fee (CTC)  
\$32.00 DOJ fee (Employment)  
~~\$15.00~~ Processing fee  
**\$96.00 Total**
- County-Wide Substitute Teacher Employment Prints**  
\$32.00 DOJ fee (Employment)  
~~\$15.00~~ Processing fee  
**\$47.00 Total**
- Commission on Teacher Credentialing (CTC) Prints**  
\$49.00 DOJ/FBI fee (CTC)  
~~\$15.00~~ Processing fee  
**\$64.00 Total**

Note: If fingerprints are dropped for any reason, a new fee will need to be paid.

### **Payment Method**

- Credit/Debit Card only

### **Required Documents**

- Request for Live Scan form(s) - (provided in your application packet or from the KCSOS Credentials Office)
- Valid government issued driver's license or identification card.

### **Process**

1. Arrive to your appointment with the following: credit/debit card, valid driver's license/ID, Request for Live Scan form(s).  
\*(County-Wide Substitute Teacher applicants will also need the Information Necessary for Substitute Teaching form)
2. A receipt of payment and copy of the Live Scan Request Form(s) will be provided to you. It is important that you retain the copies for your records.
3. Fingerprints are scanned and submitted electronically to DOJ/FBI and results are provided to requesting agency.
4. County-Wide Substitute Teacher applicants will receive a fingerprint clearance form, mailed to their home, approximately 10 days after live scan appointment.

## CA Commission on Teacher Credentialing Professional Fitness Questions

When you apply for a credential/permit/certificate of clearance with the CA Commission on Teacher Credentialing (CTC) you are required to answer six Professional Fitness Questions. Before granting your application, the Commission will review your criminal history, if any, from the Federal Bureau of Investigation and California Department of Justice, a national database of teacher misconduct, previous reviews by the Commission, complaints from those with first-hand knowledge of misconduct, notifications from school districts, and teacher preparation test score violations.

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

<p><b>a. Have you ever been dismissed, non-reelected, or suspended without pay for more than ten days, or retired or resigned from, or otherwise left school employment because of <i>allegations of misconduct</i> or while <i>allegations of misconduct</i> were pending?</b></p> <p><b>Do not disclose:</b> Resignation or retirement from school that was <u>NOT</u> the result of misconduct.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide copies of the following documents: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, settlement agreements, and/or any other related documents. Failure to provide documentation will result in your application being denied.</p>	YES	NO
<p><b>b. Have you ever been convicted of any felony or misdemeanor in CA or any other place?</b></p> <p><b>Disclose:</b> All misdemeanors and felonies; convictions based on a plea of no contest or nolo contendere; convictions dismissed pursuant to Penal Code Section 1203.4; driving under the influence (DUI) or reckless driving convictions, no matter how much time has passed.</p> <p><b>Do not disclose:</b> If you were under 18 years old and convicted in Juvenile Court: Misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction, in accordance with Health &amp; Safety Code Sections 11361.5 and 11361.7; or Infractions: In fractions include many traffic, moving violations and a handful of other criminal offenses. Driving under the influence is NOT an infraction.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket regarding the incident(s). Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>c. Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in CA or any other state?</b></p> <p><b>Do not disclose:</b> Criminal convictions or final licensing actions. Criminal convictions should be disclosed in question b. Final licensing actions should be disclosed in questions e or f.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s). Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>d. Are any criminal charges currently pending against you?</b></p> <p><b>Do not disclose:</b> Convictions, criminal convictions should be disclosed in question b.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s). Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>e. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked denied, suspended, publicly reprovved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in CA or any other state or place?</b></p> <p><b>If yes,</b> was the action taken by the California Commission on Teacher Credentialing?</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of any documents provided to you by the agency that took the action described. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p><b>f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in CA or any other state or place?</b></p> <p><b>Do not disclose:</b> Final teaching licensing actions should be disclosed in question e.</p> <p><b>NOTE:</b> If you answer “yes”, you must provide a copy of any documents provided to you by the agency that took the action described. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO

**INFORMATION NECESSARY FOR SUBSTITUTE TEACHING**

*Please type or print answers to all questions in ink and return to the Human Resources/Credentials Office.*

**Applicant's Legal Name:** \_\_\_\_\_  
Last First Middle

Social Security Number: XXX-XX-\_\_\_\_\_  
 (Last four (4) only)

Mailing Address: \_\_\_\_\_  
Street City State Zip

Contact Number: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ E-Mail: \_\_\_\_\_

**For questions 1-2 answered "Yes," please explain on a separate piece of paper and attach.**

1. Has any teaching credential you have held ever been suspended or revoked?  Yes  No
2. Have you ever been dismissed or asked to resign from any teaching or administrative position?  Yes  No
3. Are you retired from the California State Teachers Retirement System (CalSTRS)?  Yes  No

**I prefer to substitute teach in the following areas** (Select no more than two. Please refer to Area Definitions):

\_\_\_ BAKERSFIELD \_\_\_ N. KERN \_\_\_ W. KERN \_\_\_ E. KERN \_\_\_ DESERT \_\_\_ KERN VALLEY \_\_\_ MOUNTAINS  
 \_\_\_ KCSOS (Alternative Education, Special Education, and Valley Oaks Charter School)

**For questions 4-7 answered "Yes," please provide explanation on Criminal Records Response.**

4. Have you ever been convicted of a misdemeanor?  Yes  No
5. Have you ever been convicted of a felony?  Yes  No
6. Have you ever entered a plea of No Contest or Guilty to a misdemeanor?  Yes  No
7. Have you ever entered a plea of No Contest or Guilty to a felony?  Yes  No

A conviction will not necessarily disqualify you from employment. Each prospective employee must undergo a background clearance through the Department of Justice prior to employment. Fingerprint clearance is pursuant to Education Code Section 45125(a) as amended by AB 1610, Stats 1997.

*I hereby certify that all statements made in this application are true. I agree and understand that any misstatement of material facts herein will cause (a) rejection of my application and (b) forfeiture on my part to any employment or payment as an employee in the service of the school districts in Kern County. I further agree to be fingerprinted, to submit to a complete medical examination, and upon employment, to furnish such proof of age and citizenship as may be directed.*

\_\_\_\_\_  
**Applicant's Signature (Mandatory)**

\_\_\_\_\_  
**Date**

<b>KCSOS Office Use Only</b>	
<b>Type of Credential/Permit:</b>	
<b>Temporary County Certificate Expiration:</b>	<b>Granted Credential/Permit Expiration:</b>
Medical Exam Form: <input type="checkbox"/> Exempt <input type="checkbox"/> On file <input type="checkbox"/> STRS	<b>Eligible to substitute teach on:</b>
TB Expiration Date:	<input type="checkbox"/> Scanned & Updated <input type="checkbox"/> Entered on Sub List
DOJ Clearance Date:	QCC-C/W Id #:
BSR Passed:	
CANRA: <input type="checkbox"/> On file:	
SHP: <input type="checkbox"/> On file:	<b>Verified by: KCSOS</b>

# CRIMINAL RECORDS RESPONSE

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Position applied for:** \_\_\_\_\_

**Date of infraction:** \_\_\_\_\_

**Penal Code(s) if known:** \_\_\_\_\_

**Brief explanation of infraction:** \_\_\_\_\_

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Do not list any convictions for violation of Health and Safety Code Sections 11357(b) or (c), 11364, or 11365 if the date of conviction for these sections is more than two (2) years prior to date of application.

A conviction will not necessarily disqualify you from employment.

## **AREA DEFINITIONS**

**Select no more than two (2).** Your selection **does not** keep you from applying to any district. Please mark your selections on the *Information Necessary for Substitute Teaching* form.

### **BAKERSFIELD:**

*Bakersfield City, Beardsley, Fairfax, Fruitvale, General Shafter, Greenfield, North of River Consortium (Lakeside, Norris, Rio Bravo-Greeley, Rosedale), Panama-Buena Vista, Standard, and Kern High*

### **NORTH KERN:**

*Delano Elem, Delano JUHSD, Maple, McFarland, Pond, Richland, Semitropic, Wasco Elem., Wasco HS, and North Kern Vocational Training Center*

### **WEST KERN:**

*Buttonwillow, Elk Hills, Lost Hills, Maricopa, McKittrick, Midway, Taft City, Taft High*

### **EAST KERN:**

*Arvin, Caliente, DiGiorgio, Edison, Lamont, Tehachapi, Vineland*

### **DESERT:**

*Mojave, Muroc, Southern Kern (Rosamond), Sierra Sands (Ridgecrest)*

### **KERN VALLEY:**

*Blake (Woody), Kernville (incl. Lake Isabella), Linns Valley-Poso Flat (Glennville), South Fork (Weldon)*

### **MOUNTAINS:**

*El Tejon USD (Lebec, Frazier Park & Pine Mtn Club)*

### **KCSOS**

*Alternative Education, Special Education and Valley Oaks Charter School run by the County Office of Education (KCSOS)*

## Options for Meeting the Basic Skills Requirement (BSR) – Coded Correspondence 15-03

Examination	Reading, Writing &/or English Score Requirement	Math Score Requirement
<b>CBEST</b> <a href="http://www.ctcexams.nesinc.com/about_CBEST.asp">http://www.ctcexams.nesinc.com/about_CBEST.asp</a> *Minimum score in each of three (3) sections-Reading, Writing and Math is 41. However, a score as low as 37 on an individual section is acceptable if the total score is at least 123.	Reading – 41* Writing – 41*	41*
<b>CSET Multiple Subject (Subtests I, II &amp; III) plus Writing</b> <a href="http://www.ctcexams.nesinc.com/test_info_CSET.asp?t=101">http://www.ctcexams.nesinc.com/test_info_CSET.asp?t=101</a>	Subtests I & III – 220 Writing - 220	Subtest II - 220
<b>CSU Early Assessment Program (EAP) *</b> <a href="http://www.csusuccess.org/eap_results">http://www.csusuccess.org/eap_results</a> (taken in the Spring of 11 <sup>th</sup> grade)	"College Ready" or "Exempt"	"College Ready" or "Exempt"
<b>CSU Placement Exams (EPT and ELM) *</b> <a href="https://ept-elm.ets.org/CSU/">https://ept-elm.ets.org/CSU/</a> *Beginning 10/01/17, the EPT and ELM exams are no longer offered.	Score of 151 or above	Score of 50 or above *ELM test taken prior to March 2002 required a minimum passing score of 550.
<b>College Board SAT</b> <a href="https://sat.collegeboard.org/scores">https://sat.collegeboard.org/scores</a>	Score of 500 or above *Evidence-Based Reading and Writing (previously Critical Reading or Verbal) section of the College Board SAT Reasoning Test.	Score of 550 or above
<b>ACT</b> <a href="http://www.actstudent.org/scores/">http://www.actstudent.org/scores/</a>	Score of 22 or above	Score of 23 or above
<b>College Board Advanced Placement Exams (AP)</b> <a href="https://apscore.collegeboard.org/scores">https://apscore.collegeboard.org/scores</a> Effective December 2014	Score of 3 or above on one of the following: ●AP English Language and Composition ●AP English Literature and Composition	Score of 3 or above on one of the following: ●AP Calculus AB ●AP Calculus BC ●AP Statistics
<b>Out of State BSR Exams</b> <a href="http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf">http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf</a>		

Parts of different options may not be combined to meet the BSR, except candidates using only the CSU examinations to meet the BSR; however, may combine scores from the EAP and the EPT/ELM examinations to meet the BSR as long as the individual passes a section of English and a section of Mathematics. For example, an individual may combine passage of the Mathematics EAP and the CSU Placement Examination in English EPT to satisfy the BSR. See [Coded Correspondence 11-18](#).

\*For CSU Placement Tests (EAP, ELM, EPT) Effective October 1, 2017, the English Placement Test (EPT) and Entry-Level Mathematics Exam (ELM) are discontinued. As of September 30, 2019, Educational Testing Systems (ETS) no longer provides these test results ([https://www.ets.org/csu/about/?WT.ac=csu\\_38419\\_scores\\_results](https://www.ets.org/csu/about/?WT.ac=csu_38419_scores_results)).



Kern County Superintendent of Schools  
Advocates for Children

**Application for CTC Recommendation**

In order for KCSOS to submit the online recommendation for your Permit/Credential, the Commission on Teacher Credentialing (CTC) requires the following information:		
<b>Full Legal Name</b>	First	Middle Last
<b>Social Security Number</b>		
<b>Date of Birth</b>		
<b>Contact Phone #</b>		
<b>Email Address</b>		

**Professional Fitness** (Questions are on reverse side.)

When completing your application online you will be asked six (6) professional fitness or background questions. You will be asked about arrests, convictions, changes in education employment status as a result of misconduct, and disciplinary actions taken against a teaching or other license.

The Commission will evaluate your fitness to be granted a credential based on your answers to these questions and review of criminal history reports, an international database of teacher misconduct, previous reviews by the Commission, reports of educator misconduct from school districts and violations of teacher preparation tests.

**Warning:** Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential. If you are in doubt, always err on the side of disclosure

If you answer “**yes**” to questions **a thru f, you must provide**, if available, to the Commission a copy of any documents related either to the accusations (allegations) or charges against you.

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KCSOS Credentials Office Use Only

Date Entered Online _____ by _____
TCC Issued: <input type="checkbox"/> Yes by _____ Date _____
TCC Exp _____
<input type="checkbox"/> No, Reason _____

### Professional Fitness Questions

The Commission’s new online application system will display any affirmative responses to these questions that you provided after May 29, 2012. However, you must disclose any information not previously provided. You will be asked:

<p>a. <b>Have you ever been dismissed, non-re-elected, or suspended without pay for more than ten days, or retired or resigned from, or otherwise left school employment because of <i>allegations of misconduct</i> or while <i>allegations of misconduct</i> were pending?</b> <b>Do not disclose:</b> Resignation or retirement from school that was <u>NOT</u> the result of misconduct. <b>NOTE:</b> If you answer “yes”, you must provide copies of the following documents: district investigation reports, police reports, Statement of Charges, Accusations, request for hearing, final decision, letter of resignation or retirement, settlement agreements, and/or any other related documents. Failure to provide documentation will result in your application being denied.</p>	YES	NO
<p>b. <b>Have you ever been convicted of any felony or misdemeanor in CA or any other place?</b> <b>Disclose:</b> All misdemeanors and felonies; convictions based on a plea of no contest or nolo contendere; convictions dismissed pursuant to Penal Code Section 1203.4; driving under the influence (DUI) or reckless driving convictions, no matter how much time has passed. <b>Do not disclose:</b> If you were under 18 years old and convicted in Juvenile Court: Misdemeanor marijuana-related convictions that occurred more than two years prior to this application, except convictions involving concentrated cannabis, which must be disclosed regardless of the date of such a conviction, in accordance with Health &amp; Safety Code Sections 11361.5 and 11361.7; or Infractions: In fractions include many traffic, moving violations and a handful of other criminal offenses. Driving under the influence is NOT an infraction. <b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>c. <b>Are you currently the subject of any inquiry or investigation by a state or federal law enforcement agency or a licensing agency in CA or any other state?</b> <b>Do not disclose:</b> Criminal convictions or final licensing actions. Criminal convictions should be disclosed in question b. Final licensing actions should be disclosed in questions e or f. <b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>d. <b>Are any criminal charges currently pending against you?</b> <b>Do not disclose:</b> Convictions, criminal convictions should be disclosed in question b. <b>NOTE:</b> If you answer “yes”, you must provide a copy of the investigative report and a <b>certified copy</b> of the court docket (if any) regarding the incident(s) below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>e. <b>Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked denied, suspended, publicly reprovved, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in CA or any other state or place? If yes, was the action taken by the California Commission on Teacher Credentialing?</b> <b>NOTE:</b> If you answer “yes”, you must provide a copy of any documents provided to you by the agency that took the action described below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO
<p>f. <b>Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in CA or any other state or place? Do not disclose:</b> Final teaching licensing actions should be disclosed in question e. <b>NOTE:</b> If you answer “yes”, you must provide a copy of any documents provided to you by the agency that took the action described below. Failure to provide documentation will result in the rejection of your application.</p>	YES	NO

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

If you have any “yes” answers, it is requested that you **provide all required documents** at the **time of application**. The Credentials Office will mail the paperwork to CTC on your behalf. Documents are mailed every Friday, except holidays. If you prefer to mail to CTC on your own, the TCC cannot be released. Please be aware that until the CTC has received this information, your application cannot be processed.



# California School Employee Tuberculosis (TB) Risk Assessment Questionnaire



(for pre-K, K-12 schools and community college employees, volunteers and contractors)

- Use of this questionnaire is required by California Education Code sections 49406 and 87408.6, and Health and Safety Code sections 1597.055 and 121525-121555.^
- The purpose of this tool is to identify **adults** with infectious tuberculosis (TB) to prevent them from spreading disease.
- Do not repeat testing unless there are **new** risk factors since the last negative test.
- **Do not treat for latent TB infection (LTBI) until active TB disease has been excluded:**  
*For individuals with signs or symptoms of TB disease or abnormal chest x-ray consistent with TB disease, evaluate for active TB disease with a chest x-ray, symptom screen, and if indicated, sputum AFB smears, cultures and nucleic acid amplification testing. A negative tuberculin skin test (TST) or interferon gamma release assay (IGRA) does not rule out active TB disease.*

Name of Person Assessed for TB Risk Factors: \_\_\_\_\_

Assessment Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## History of Tuberculosis Disease or Infection (Check appropriate box below)

Yes

- If there is a **documented** history of positive TB test or TB disease, then a symptom review and chest x-ray (if none performed in the previous 6 months) should be performed at initial hire by a physician, physician assistant, or nurse practitioner. If the x-ray does not have evidence of TB, the person is no longer required to submit to a TB risk assessment or repeat chest x-rays.

No (Assess for Risk Factors for Tuberculosis using box below)

## TB testing is recommended if any of the 3 boxes below are checked

One or more sign(s) or symptom(s) of TB disease

- TB symptoms include prolonged cough, coughing up blood, fever, night sweats, weight loss, or excessive fatigue.

Birth, travel, or residence in a country with an elevated TB rate for at least 1 month

- Includes countries **other than** the United States, Canada, Australia, New Zealand, or Western and North European countries.
- Interferon gamma release assay (IGRA) is preferred over tuberculin skin test (TST) for non-US-born persons.

Close contact to someone with infectious TB disease during lifetime

## Treat for LTBI if TB test result is positive and active TB disease is ruled out

^The law requires that a health care provider administer this questionnaire. A health care provider, as defined for this purpose, is any organization, facility, institution or person licensed, certified or otherwise authorized or permitted by state law to deliver or furnish health services. A Certificate of Completion should be completed after screening is completed (page 3).

For more information visit: [https://ctca.org/wp-content/uploads/TBCB-CA-School-Staff-Volunteer-TB-Risk-Assessment\\_updated-May-20203.pdf](https://ctca.org/wp-content/uploads/TBCB-CA-School-Staff-Volunteer-TB-Risk-Assessment_updated-May-20203.pdf)



## Certificate of Completion Tuberculosis Risk Assessment and/or Examination

To satisfy **job-related requirements** in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.055, 121525, 121545 and 121555.

**First and Last Name** of the person assessed and/or examined:

\_\_\_\_\_

**Date** of assessment and/or examination: \_\_\_\_\_ mo./\_\_\_\_\_ day/\_\_\_\_\_ yr.

**Date of Birth:** \_\_\_\_\_ mo./\_\_\_\_\_ day/\_\_\_\_\_ yr.

**The above named patient has submitted to a tuberculosis risk assessment. The patient does not have risk factors, or if tuberculosis risk factors were identified, the patient has been examined and determined to be free of infectious tuberculosis.**

X \_\_\_\_\_

Signature of Health Care Provider completing the risk assessment and/or examination

**Please print, place label or stamp with Health Care Provider Name and Address (include Number, Street, City, State, and Zip Code):**

**CERTIFICATION OF TUBERCULIN SKIN TEST OR CHEST X-RAY**

**Please note: The applicant is responsible for the cost of TB testing**

Return to: **Kern County Superintendent of Schools - Credential Services Department**

Kern County Superintendent of Schools Office  
1300 17<sup>th</sup> Street - CITY CENTRE, Bakersfield, CA 93301-4533

Name: \_\_\_\_\_ Last Four of Social Security Number XXX-XX- \_\_\_\_ \_

This is to certify that the above named individual has submitted to an examination by means of a Tuberculin Skin Test or Chest X-Ray as required by Education Code Section 49406. A negative result indicates that the individual appears to be free from active tuberculosis.

T.B. Skin Test or Blood Test:

Negative      Date Read: \_\_\_\_\_

Positive      Date Read: \_\_\_\_\_

Chest X-Ray:

Negative      Film Date: \_\_\_\_\_

Positive      Film Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Physician (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
License Number

OFFICE OF JOHN G. MENDIBURU, Ed.D.  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
Advocates for Children

***TO THE PROSPECTIVE TEACHER:***

Education Code Section 44839 requires a person employed in a certificated position for the first time in a California school district or County Superintendent of Schools Office to undergo a physical examination to determine freedom from any disabling disease unfitting the person to instruct or associate with children.

Because you have expressed an interest to teach, we have accepted the responsibility of having the record of your medical exam on file in this office. Attached is a medical form for use by your physician or clinic to comply with this requirement.

If you feel you should be exempt from this requirement, or have any other questions, please call Human Resources at (661) 636-4750.

***TO THE PHYSICIAN:***

The person presenting this "Certificate of Medical Examination of Applicants for First Employment in California" wishes to make themselves available for employment as a teacher in K-12 classrooms throughout Kern County.

Depending on the assignment, the person will be required to perform the following functions:

1. Maintain classroom control conducive to productive learning.
2. Guide students in assigned school work.
3. Follow written and verbal instructions to comply with school district policies and procedures.
4. Maintain a safe and comfortable classroom environment.
5. Supervise playground activities and otherwise act as the teacher in charge of assigned students.

**CERTIFICATE OF MEDICAL EXAMINATION  
OF APPLICANTS FOR FIRST EMPLOYMENT IN A  
CALIFORNIA SCHOOL DISTRICT OR COUNTY  
SUPERINTENDENT OF SCHOOLS OFFICE**

Summary of Legal Provisions  
(Education Code Section 44839)

A medical certificate, in a form prescribed by the State Board of Education, showing that a person employed for the first time in a California school district or County Superintendent of Schools Office in a position requiring certification qualifications, is free from any disabling disease unfitting the applicant to instruct or associate with children is required. The Education Code also provides that:

- ◆ The medical certificate shall be submitted directly to the governing board or County Superintendent by a physician and surgeon licensed under the Business and Professions Code.
- ◆ The medical examination shall have been conducted not more than six months before the submission of the certificate.
- ◆ The pre-employment medical examination shall be at the expense of the applicant.
- ◆ The medical certification shall become a part of the personnel record of the employee and shall be open to the employee or his designee.

OFFICE OF OFFICE OF JOHN G. MENDIBURU, Ed.D.  
KERN COUNTY SUPERINTENDENT OF SCHOOLS  
*Advocates for Children*

**CERTIFICATE OF MEDICAL EXAMINATION OF APPLICANTS  
FOR FIRST EMPLOYMENT IN CALIFORNIA**

Name: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_  
*Street City Zip Code*

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To The Physician:

The medical examination required of a person employed in a certificated position for the first time in a California school district or County Superintendent of Schools Office should be evaluated on the basis of the functions which will be required of the applicant upon employment. A description of the job functions is attached to this form.

Please indicate whether there is any evidence of infectious disease in a communicable state.  
Yes \_\_\_ No \_\_\_ If so, please describe in detail below:

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On the basis of my medical examination, the above-named individual is capable of performing the functions of the job subject to the following restrictions:

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Date of Examination: \_\_\_\_\_  
*Signature of Physician*

\_\_\_\_\_  
*Name of Physician (print) License No.*

To be returned by the prospective employee to the Office of the Kern County Superintendent of Schools, 1300 17th Street, Bakersfield, California 93301-4533.



Kern County Superintendent of Schools  
Advocates for Children

Credentials Office -1330 Truxtun Ave./Bakersfield, CA 93301  
(661) 636-4197

**TUBERCULOSIS EXAMINATIONS**

**Freedom from active tuberculosis (TB) is required for employment in a California school district. The Credentials Office at the Kern County Superintendent of Schools must receive verification of TB clearance at the time of employment and every four (4) years thereafter.**

TB screening consists Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire, an intradermal skin test (which must be read within 48 hours), chest X- ray\* (for those individuals who have had a positive skin test) or a blood test. The following facilities offer TB screening:

<b>Location</b>	<b>Hours (walk-ins)</b>	<b>Cost (prices are subject to change)</b>
Agile Occupational Medicine 4100 Truxtun Ave. #200, Bakersfield (661) 632-1540	<u>Risk Assessment</u> Mon-Fri 7:30am–5:30pm  <u>Skin Test</u> Mon-Fri 7:30am–5:30 pm (except Thursday)	\$20.00/Skin Test \$35.00/X-ray \$10.00/Risk Assessment

**Note:** The facility listed above is a suggestion (you may use other facilities). Results must be *completed within 60* days from the date the substitute packet is submitted to the KCSOS Credentials Office and *only if signed* by the following:

**Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire must be signed by a Licensed Physician, Physician’s Assistant, Nurse Practitioner, or Registered Nurse.**

**TB or Chest X-Ray results must be signed by a Licensed Physician, Physician Assistant, or Nurse Practitioner.**

**MEDICAL EXAMINATIONS**

Education Code Section 44839 requires a person employed in a certificated position for the first time in a California school district or county superintendent of schools’ office to undergo a physical examination to determine freedom from any disabling disease unfitting the person to instruct or associate with children.

The following facilities offer medical exams (you may use other facilities):

<b>Location</b>	<b>Hours (walk-ins)</b>	<b>Cost (prices are subject to change)</b>
Agile Occupational Medicine 4100 Truxtun Ave., #200, Bakersfield (661) 632-1540	Monday – Friday, 7:30 am – 5:00 pm	\$50.00
Clinica Sierra Vista (refer to phone book for various locations)		\$30.00 – \$140.00

**Note:** The facilities listed above are suggestions (you may use other facilities). You can also check with the medical services facility at your local university or see your regular physician.

## **KCSOS County-Wide Substitute Teacher Eligibility List Requirements**

**Instructions:** Read each section, *initial* the box on the left, and sign page two, acknowledging that you understand the requirements listed *to qualify* as a County-Wide Substitute Teacher in Kern County.

**Placement on the County-Wide Substitute Teacher Eligibility List**

Placement on the Kern County Superintendent of Schools (KCSOS) County-Wide Substitute Teacher Eligibility List occurs each Friday, excluding holidays and the month of July. The list provides districts and KCSOS programs with the eligibility status of each substitute. It does **not** indicate or guarantee that you will be contacted to substitute teach. Each substitute is responsible for following the requirements below for placement and eligibility with each district or KCSOS program(s).

**Requirements to be placed on a specific district(s) substitute list:**

1. Contact the school district(s) of your choice.
2. Complete the application/interview process for each district.
3. Provide school district(s) with copies of the following:
  - a) Temporary County Certificate (TCC) or the detailed copy of your permit/credential;
  - b) County-Wide Substitute Fingerprint Clearance provided by KCSOS (white ½ sheet);
  - c) Certificate of Completion of Adult Tuberculosis Risk Assessment Questionnaire, Negative TB skin test or chest x-ray verification;
  - d) Completed medical examination (*applicable to first-time and retired teachers*);
  - e) Certificate of Completion – Mandated Child Abuse Reporting for Educators training dated after July 1<sup>st</sup> of each school year;
  - f) Certificate of Completion – Sexual Harassment Prevention for Non-Supervisory Personnel training dated on after July 1<sup>st</sup> of each school year;
  - g) Information Necessary for Substitute Teaching form;
  - h) Additional documentation required by a district or KCSOS program(s).

**Document Delays / Document Renewals**

To view your application status, visit the Commission on Teacher Credentialing (CTC) at [www.ctc.ca.gov](http://www.ctc.ca.gov), and follow these steps: 1) Select Educator Log-in; 2) Input your User ID and Password, and Click OK; 3) Click Next; 4) Click on Application tab.

**Delays**

Delays may occur for various reasons. One of the most common reasons is answering “**yes**” to any Professional Fitness question(s) on your application. When this occurs, the application is forwarded to CTC’s Division of Professional Practices (DPP) for further review.

An application reflecting “Pending Additional Evaluation” longer than 90 days requires you to contact the DPP for a status update at [dppinfo@ctc.ca.gov](mailto:dppinfo@ctc.ca.gov). Include your full name and date of birth in the email. Visit the Credentials Office with the DPP’s written response.

**Renewals**

Permit and credential renewals are the responsibility of each substitute. If your permit/credential will not be granted **before** it expires, it is your responsibility to provide proof of renewal payment, and visit the KCSOS Credentials Office to be issued a TCC.

If your permit/credential expires and then renew your document, you need to contact the KCSOS Credentials Office to request reinstatement on the County-Wide Substitute

Failure to renew will jeopardize release of your pay warrant or direct deposit. You cannot be paid for days worked without proper certification per Education Code Section 45034:

**Education Code Section 45034** - No order for a warrant, and no warrant drawn pursuant to Section 42647, shall be drawn in favor of any person employed in a position requiring certification qualifications, unless such person is at the time the holder of a proper certification document in full force for the full time for which the requisition or warrant, as the case may be, is drawn, and on file or registered as required by law at the time and unless he is employed by the governing board of the unified school district, or district with over 10,000 average daily attendance or by the county superintendent of schools as provided in this code.

**Personal Information Updates**

Each substitute is responsible for updating his or her personal information with the KCSOS Credentials Office. This includes mailing address, email address, phone number, or name changes.

**KCSOS County-Wide Substitute Fingerprint Clearance**

Fingerprint clearance held by KCSOS will be rescinded if **any** of the following occur:

- a) You are inactive on the substitute teacher eligibility list for more than eighteen (18) months, and have not contacted the KCSOS Credentials Office to keep your fingerprints on file, or you are actively working as a full time employee with a Kern County school district.
- b) The KCSOS Credentials Office receives notification from a government or school agency that would warrant such action due to misconduct.

**Removal from the County-Wide Substitute Teacher Eligibility List**

Your name will be **removed** from the County-Wide Substitute Eligibility List if **any** of the following occur:

- a) KCSOS is notified by the CTC to remove, suspend, or revoke all documents;
- b) Misconduct reported by school districts(s);
- c) Written notification from substitute requesting to be removed;
- d) Failure to meet Requirements to Remain on the KCSOS County-Wide Substitute Teacher Eligibility List.

**Mandated Child Abuse Reporting for Educators Training**

Each substitute teacher, as a mandated reporter, is required to complete the Mandated Child Abuse Reporting for Educators training annually, and provide a Certificate of Completion to be placed or remain on the County-Wide Substitute Eligibility List each school year. Proof of completion **must be dated on or after** July 1<sup>st</sup> for each school year.

**Sexual Harassment Prevention for Non-Supervisory Personnel Training**

Each substitute teacher is required to complete non-supervisory sexual harassment training annually, and provide a Certificate of Completion to be placed or remain on the County-Wide Substitute Eligibility List each school year. Proof of completion **must be dated on or after** July 1<sup>st</sup> for each school year.

**County-Wide Substitute Continued Interest Process (CIP)**

Each substitute is responsible for completing the online CIP to remain on the County-Wide Substitute Eligibility List for the following school year. The CIP will be emailed to you in July of each new school year. Responding to the CIP is required, whether you work for one (1) or multiple districts.

**Requirements to Remain on the KCSOS County-Wide Substitute Teacher Eligibility List**

To remain on the County-Wide Substitute Teacher Eligibility List, each substitute must ensure that the following are **valid, up to date, and/or on file** with the KCSOS Credentials Office:

- a) Substitute Permit, Teaching/Services Credential, or Temporary County Certificate (TCC);
- b) Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire, Negative TB skin test, or chest x-ray;
- c) County-Wide Substitute Fingerprint Clearance;
- d) Personal information;
- e) Certificate of Completion Mandated Child Abuse Reporting for Educators training dated on or after July 1<sup>st</sup> of each school year
- f) Certificate of Completion for Sexual Harassment Prevention for Non-Supervisory Personnel training dated on or after July 1<sup>st</sup> of each school year
- g) Completion of the CIP (emailed on/around July 1<sup>st</sup> each new school year)

*I acknowledge that I have **read and understand** the KCSOS County-Wide Substitute Teacher Eligibility List Requirements, as set forth herein above.*

Print: \_\_\_\_\_  
Last First Middle

Social Security No: XXX-XX-\_\_\_\_\_  
(last 4 only)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

A copy of these requirements will be placed in your County-Wide Substitute file.

If you have any questions, please contact the KCSOS Credentials Office at [credentials@kern.org](mailto:credentials@kern.org).

Office of John G. Mendiburu, Ed.D.  
Kern County Superintendent of Schools  
*Advocates for Children*

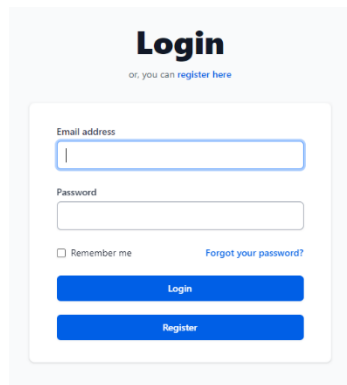
Mandated Child Abuse Reporting for Educators and Sexual Harassment Prevention

Training for Non-Supervisory Personnel

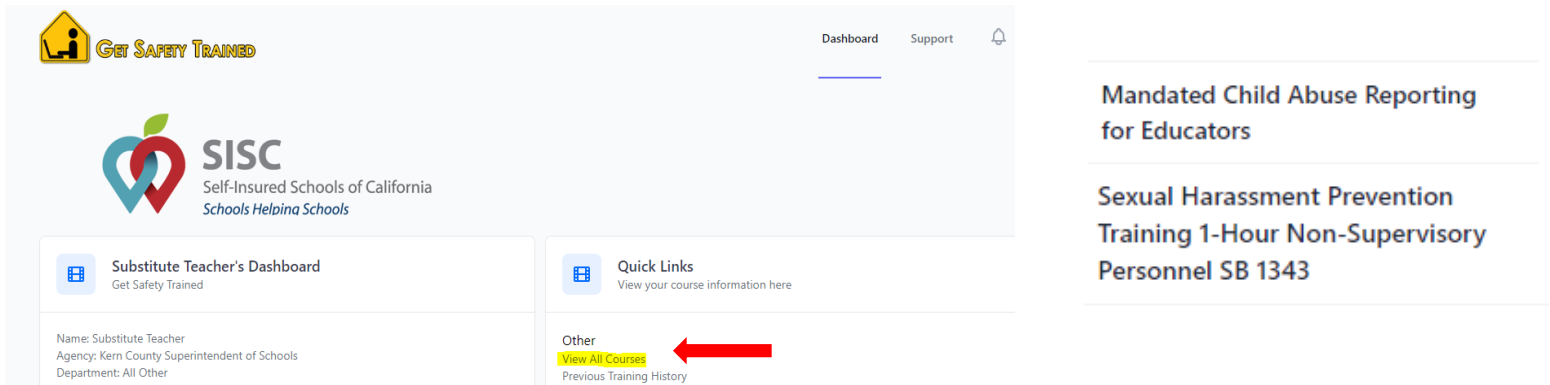
Assembly Bill 1432 requires mandated reporters under the Child Abuse Neglect and Reporting Act (CANRA) to complete training annually, and obtain a Certificate of Completion. Substitute teachers are mandated reporters.

Senate Bill 1343 requires all non-supervisory employees to complete sexual harassment training every two (2) years. Substitute teachers are under the category of non-supervisory employees. The KCSOS Credentials Office requires that you complete this training annually for continued placement on the County-Wide Substitute Teacher Eligibility List.

**Training Instructions**



1. Go to GetSafetyTrained.com
2. Click Log In in the Top Right
3. Select Register
4. Sign Up Below
5. Enter your personal email address in the district email address fields (If you don't have a personal email address, use a "mock" address. However, you must remember your email address in order to sign in.)
6. Employer Search – Type in "K" then select "Kern County Superintendent of Schools" Department – Select: All Other Jobs – Other (All Other)
7. Under Quick Links Select: "View All Courses"
8. Complete the Mandated Child Abuse Reporting for Educators and Sexual Harassment Prevention Training for Non-Supervisory Personnel SB 1343 – Training Certificates are Listed in Alphabetical Order



9. Submit printed copies of both Certificates of Completion to the KCSOS Credentials Office with your substitute packet material.  
By Appointment: www.kern.org; HR, Credential Appointments

The Mandated Child Abuse Reporting for Educators and Sexual Harassment Prevention Trainings must be completed and the certificates of completion submitted to the KCSOS Credentials Office each new school year on or after July 1, to remain an active substitute.

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
DISTRICT SUBSTITUTE RATES  
2022-2023**

<b>ELEMENTARY DISTRICTS:</b>				
<b>District ID#</b>	<b>District Name:</b>	<b>Daily/Hourly Rate:</b>	<b>Long Term Rate:</b>	<b>Long Term Sub Rate Begins</b>
01	Arvin Union	\$210/day	\$220/day	On the 21st day
04	Bakersfield City	\$215/day	\$235/day	20 Consecutive days in the classroom \$350 Bonus for every 20 days completed
06	Beardsley	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
09	Blake	\$150	Contact District	After 3 Months
12	Buttonwillow Union	\$160	\$220.00	After 28 Days
13	Caliente Union	\$275 Credentialed Teacher 100/Day 30 Day Sub Permit and Prospective Sub Permit	\$100/Day	20 Days
16	Delano Union	\$180/day	\$220/day Non-Credentialed \$255/day Credentialed	After 21st Consecutive day in same assignment
18	Di Giorgio	\$200/day	Beginning of Certificated Salary Schedule	
20	Edison	\$230/day	\$230/day	16th Day
22	Elk Hills	\$200/day	\$230/day	After 19 days
25	Fairfax	\$230/day	\$260/day	After 20 Consecutive days in one classroom
27	Fruitvale	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
29	General Shafter	\$175	\$200	After 20 Days
32	Greenfield Union	\$107.50 half day \$215.00 full day	\$125.00 half day \$250.00 full day Credentialed Only	On 16th day of service (not retroactive)
38	Kernville Union	\$160/day	\$200/day	After 20 days
40	Lakeside Union	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
41	Lamont	\$145	\$200/day	After 20th consecutive day
43	Linns Valley-Poso Flat Union	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
44	Lost Hills Union	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
46	Maple	\$125/Day	\$200.00/day	After 20 Days
50	McKittrick	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
52	Midway	\$130/day	\$160/day	21st day
54	Norris	\$160/day	\$212.00	After 21 days and approval
56	Panama-Buena Vista Union	\$135	\$215/day	11th Consecutive day.
58	Pond	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
62	Richland	\$210/Day	\$269.48/day	More than 20 days
64	Rio Bravo-Greeley Union	\$160/ Day	\$212/Day	21 Consecutive day in the same assignment.
66	Rosedale Union	\$160/day	\$211.21/day	On 21st day
68	Semitropic	\$200/day	\$230/day	30 Days
72	South Fork Union	\$150/day	\$160/day	20 Days
73	Standard	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
74	Taft City	\$250/day	\$300/day	After 20th consecutive day in position
75	Vineland	\$175/day	\$200/day	21st Day
77	Wasco Union	\$225/day (\$250 on the 21st day)	\$271.85/day	After 20 consecutive days
<b>HIGH SCHOOL DISTRICTS:</b>				
81	Delano Joint Union	\$215	\$230	On the 21st day
83	Kern High	\$38/Period (Credentialed) \$35/Period 30 Day Sub and Prosepective Sub Permit	\$54/Period	After the 15th Day in the same assignment
76	Taft Union	\$37.50/Per Hour	\$42.16/Per Hour	After 30 Days in Single Assignment
85	Wasco Union	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
<b>UNIFIED SCHOOL DISTRICTS:</b>				
88	El Tejon	\$150/day	\$175	After 21st day in same assignment, retro back to 1st day
91	Maricopa	\$150/day	\$200/day	After 20th day
89	McFarland	\$210	\$225	After 5th consecutive day
90	Mojave	\$230 Four hours or more \$115 Less than Four hours	\$240 (After day 20) Must meet district guidelines. \$250 Retired Teachers (After day 21)	Performance Bonus Plan Expires 6-30-23 and Paid end of School Year 50 full days of Certificated Substitute Teaching=\$1,500 100 full days of Certificated Substitute Teaching=\$3,000 150 full days of Certificated Substitute Teaching=\$4,500
92	Muroc	Not Provided-Contact District	Not Provided-Contact District	Not Provided-Contact District
95	Sierra Sands	\$150/day	\$185/day \$230/day (Retirees)	11th Consecutive day.
93	Southern Kern	\$230/Day	\$240/Day	10 + Consecutive Days in same assignment
94	Tehachapi	\$200-225/Day	\$200-225/Day	11 Consecutive Day
<b>County Office of Education</b>				
	Kern County Supt. of Schools	\$150/day \$21.43/hour	\$269.71/day-Teacher \$38.53/hour \$288.99/day -Itinerant \$38.53/hour	21st day - Placed on Cloumn A, Step1

**District Contact Information for Substitute Teachers**

<b>District</b>	<b>Sub Contact &amp; Phone #</b>	<b>Automated Calling System</b>	<b>On-Line Application</b>
Arvin	Sandra Contreras - 854-6500	Yes	No-Paper application. Call or email to schedule an appointment. scontreras@arvin-do.com
BCSD	Rebecca Abla - 631-4861 or ablar@bcasd.com	Yes	<b>Yes</b> - www.bcsd.com
Beardsley	Karen Murphy - 393-8550	No	No
Blake	Timari Duty- 536-8559	No	No
Buttonwillow	Rosa Zuniga - 764-5248	Yes	No
Caliente	Robin Shive, Super./Principal - 867-2301	No	No
Delano Elementary	Eva Gutierrez - 721-5000; X-00162 Maria Navarro 721-5000; X-00161	Yes	No
Delano JUHSD	Martha Cortez - 720-4109	Yes	No
DiGiorgio	Ryan Lubatti - 854-2604	No	No
Edison	Celia Bustamante - 363-5394	Yes	No
El Tejon	Diana Holt - 248-6247; X-3	No	No
Elk Hills	Shara Neufeld - 765-7431	No	No
Fairfax	Marisol Iribe - 366-7221	Yes	<b>Yes</b> - Paper App to Print www.fairfax.k12.ca.us
Fruitvale	Karla Morales - 589-3830; X-201	Yes	<b>Yes</b> www.fruitvale.k12.ca.us
General Shafter	837-1931; X-222	No	No
Greenfield	Karen Nichols - 837-6000; X-4831	Yes	<b>Yes</b> -www.gfusd.net
KCSOS	Maribel Polanco - 636-4782	Yes	<b>Yes</b> -www.kern.org
Kern High	Maria Nunez - 661/827-3456 Joanna Gutierrez - 661/827-3268	Yes	<b>Yes</b> - www.kernhigh.org
Kernville	Lissa Robinson - 760/379-2621; X-403	Yes	<b>Yes</b> - Paper App to Print www.kernvilleusd.org
Lakeside	Tamara Schuster/Norris SD - 387-7000	Yes	See Norris SD
Lamont	Jessica Tapia / Janet Medina - 845-0751	Yes	No
Linns Valley	Starla Atkins - 536-8811	No	No
Lost Hills	Miriam Salinas - 797-2632	No	No
Maple	Bryan Easter; Angelica Fernandez - 746-4439; X-110 or 120	No	No
Maricopa	Trisha Dooty - 769-8231; X-201	No	No

**District Contact Information for Substitute Teachers**

<b>District</b>	<b>Sub Contact &amp; Phone #</b>	<b>Automated Calling System</b>	<b>On-Line Application</b>
McFarland	Beronica Cavazos / Veronica Soto - 792-3081	Yes	Yes - Paper App to Print www.mcfarlandusd.com
McKittrick	Lana Martin - 762-7303	No	No
Midway	Shawna Taylor - 768-4344	No	No
Mojave	Jill Nemeth - 661/824-4001; X-221	Yes	Yes - Paper App to Print www.mojave.k12.ca.us
Muroc	Sandra Duran - 760/769-4821; Ext. 1223	Yes	Yes - Paper App to Print www.muroc.k12.ca.us
Norris	Tamara Schuster - 387-7000	Yes	Yes - Paper App to Print www.norris.k12.ca.us
Panama-BV	Miryeya Perez - 831-8331, Ext. 6106	Yes	Yes - Paper App to Print www.pbvusd.net
Pond	Kim Howard - 792-2545	No	No
Richland	Nora Mejia - 746-8702	No	No
Rio Bravo-Greeley	Tamara Schuster/Norris SD - 387-7000	Yes	See Norris SD
Rosedale	Tamara Schuster/Norris SD - 387-7000	Yes	See Norris SD
Semitropic	Rosa Navarro- 758-6412	No	No
Sierra Sands	Jan Burke - 760/499-1622	No	Yes - Paper App to Print www.ssusdschools.org
South Fork	Corin Hayes, Admin Sect'y - 760/378-4000; X-150	No	Yes - Paper App to Print www.southforkschool.org
Southern Kern	Paul Irving - 256-5000; X-1134	Yes	No
Standard	Human Resources - 392-2110	Yes	No
Taft City	LaDonna Hickernell - 763-1521; X-101002	Yes	No
Taft High	Dianne Kaszycki - 763-2336	Yes	Yes - www.taftunion.org
Tehachapi	Jamie McCord - 822-2100; X-2703	Yes	Yes - Paper App to Print www.teh.k12.ca.us
Vineland	Leticia Kellams - 845-3713; X-2703	Yes	No
Wasco Elementary	Claire Acosta - 758-7109	No	No
Wasco High SD	Marivel Zarate - 758-7400; X-50105	Yes	No

## TWENTY-FIVE TIPS FOR SUBSTITUTE TEACHERS

1. Arrive at school early to survey lesson plans, locate materials, review fire and earthquake instructions, and meet a few teachers.
2. Look over the seating chart and zero in on a few names so that you can establish a rapport immediately.
3. Ask questions – regular staff members will be glad to help.
4. Be confident, concise and firm. Your first words and actions go a long way toward setting the tone of the day.
5. Follow the regular teacher's lesson plans and discipline system to the best of your ability.
6. Speak softly and wait until all the students are listening before giving instructions.
7. Deal with the individual, not the group, when discipline problems occur. Be firm and stay in control of the situation. Request help if needed.
8. Have your own simple discipline and reward system in case you can't figure out the classroom's behavior management system.
9. Avoid commanding and threatening. Solicit cooperation. You are on the same team.
10. Compliment the students on class displays, behavior, enthusiasm, etc.
11. Circulate as students are working. Make positive comments and/or put various colored pluses on their papers (i.e. green for a proper heading, red for working quietly, and blue for having solved a problem correctly).
12. Listen to the students and be observant.
13. Allow students to help you with daily routines – involve the students. When appropriate, help students check their own work.
14. Bail out of a lesson that is failing. Move on to something you are comfortable with or review.
15. Have a story, game or other activity prepared in case you finish lessons early.
16. Have generic lessons that can be used at a variety of grade levels just in case a blank spot occurs.
17. Avoid assigning "busy work."
18. Never leave the class unattended.
19. Grade papers that can easily be checked.
20. Do not dismiss students early.
21. Dismiss students in an orderly fashion, one group at a time.
22. Be respectful of classroom equipment and supplies. Put pencils, paper, books, etc. away neatly.
23. Leave the room in order. Have the students' pickup papers, straighten desks, etc.
24. Lock the door when you leave the room.
25. Leave a note for the teacher. Include positive experiences, a progress report, list of absent students, and names of cooperative, as well as, uncooperative students.







**Terrace Elementary School** Michelle Gaeta, Principal  
721-5060 ♦ FAX 721-5074

**DI GIORGIO SCHOOL DISTRICT**  
Jennifer Allen, District Supt./Principal  
19405 Buena Vista Blvd.  
Arvin, CA 93203  
854-2604 ♦ FAX 854-8746  
www.digiorgio.k12.ca.us

**EDISON ELEMENTARY SCHOOL DISTRICT**

, District Superintendent  
11518 School St.  
P.O. Box 368  
Edison, CA 93220  
363-5394 ♦ FAX 363-4631  
www.edison.k12.ca.us

**Edison Middle School**  
Zaena Araneta, Principal  
366-8216 ♦ FAX 366-0922

**Orangewood Elementary School**  
Brandie Brown, Principal  
366-8440 ♦ FAX 366-0159

**ELK HILLS SCHOOL DISTRICT**  
Tiffany Touchstone, District Supt./Principal  
501 Kern St.  
*mailing address:* P.O. Box 129  
Tupman, CA 93276  
765-7431 ♦ FAX 765-4583  
www.elkhills.k12.ca.us

**FAIRFAX SCHOOL DISTRICT**

Lora Brown, District Superintendent  
1500 S. Fairfax Rd.  
Bakersfield, CA 93307  
366-7221 ♦ FAX 366-1901  
www.fairfax.k12.ca.us

**Fairfax Junior High School** Wendy Burkhead, Principal  
366-4461 ♦ FAX 366-5831

**Shirley Lane Elementary School**  
David Mack, Principal  
363-7684 ♦ FAX 363-7552

**Virginia Avenue School**  
Moishe Garde, Principal  
366-3223 ♦ FAX 366-2043

**Zephyr Lane Elementary School**  
Anthony Beckman, Principal  
366-0024 ♦ FAX 366-0266

**FRUITVALE SCHOOL DISTRICT**  
Leslie Garrison, District Superintendent  
Kim Carlson, Assistant Superintendent  
7311 Rosedale Hwy.  
Bakersfield, CA 93308-5738  
589-3830 ♦ FAX 589-3674  
www.fruitvale.k12.ca.us

**Columbia Elementary School**  
Angie Summers, Principal  
588-3540 ♦ FAX 589-5264

**Discovery Elementary School**  
Eva Martinez, Principal  
589-7336 ♦ FAX 587-9413

**Endeavour Elementary School**  
Stephanie Garnett, Principal  
588-3550 ♦ FAX 587-9318

**Fruitvale Junior High School**  
Erick Rouanzoin, Principal  
589-3933 ♦ FAX 588-3259

**Quailwood Elementary School**  
Michelle Olinger, Principal  
832-6415 ♦ FAX 831-7391

**GENERAL SHAFTER SCHOOL DISTRICT**  
Chris Salyards, District Superintendent  
Sandra Johnson, Principal  
1825 Shafter Rd.  
Bakersfield, CA 93313  
837-1931 ♦ FAX 837-8261  
generalshafter.org

**GREENFIELD UNION SCHOOL DISTRICT**  
Ramon Hendrix, District Superintendent  
1624 Fairview Rd.  
Bakersfield, CA 93307  
837-6000 ♦ FAX 832-2873  
www.gfusd.net

**Fairview Elementary School**  
Leticia Canales, Principal  
837-6050 ♦ FAX 837-6056

**Granite Pointe Elementary School**  
Gloria Batshoun, Principal  
837-6040 ♦ 837-6049

**Greenfield Community School**  
Brandon Harris, Administrator  
837-3717 ♦ FAX 837-3719

**Greenfield Middle School**  
Sandy Welch, Principal  
837-6110 ♦ FAX 832-7431

**Horizon Elementary School**  
Jamie Dwyer, Principal  
837-3730 ♦ FAX 837-3734

**W. A. Kendrick School**  
Tracy Debuskey, Principal  
837-6190 ♦ FAX 397-0226

**McKee Middle School**  
Brandon Duncan, Principal  
837-6060 ♦ FAX 834-7566

**Leon H. Ollivier Middle School**  
Sheila Johnson, Principal  
837-6120 ♦ FAX 396-0963

**Raffaello Palla Elementary School**  
Monica Cachu, Principal  
837-6100 ♦ FAX 837-6106

**Plantation School**  
Renee Whitney, Principal  
837-6070 ♦ FAX 837-6077

**Planz Elementary School**  
Teresa Olague, Principal  
837-6080 ♦ FAX 831-5467

**Valle Verde Elementary School**  
Nicole Zandes, Principal  
837-6150 ♦ FAX 837-6159

**GROW PUBLIC SCHOOLS**  
Barbara Grimm-Marshall, Founder & President  
Doc Ervin, Interim Chief Executive Officer  
5080 California Avenue, Suite 100  
Bakersfield, CA 93309  
661-432-7880  
www.grimmwayschools.org

**Grow Public School Arvin**  
Hurshel Williams, Principal  
855-8200 ♦ FAX 855-8249

**Grow Public School Shafter**  
Lacie Harris, Principal  
630-7220

**KERNVILLE UNION SCHOOL DISTRICT**  
Steve Martinez, District Superintendent  
3240 Erskine Creek Rd.  
Lake Isabella, CA 93240  
(760) 379-3651 ♦ FAX (760) 379-3812  
www.kernvilleusd.org

**Kernville Elementary School**  
Andrea Forbes, Principal  
(760) 376-2249 ♦ FAX (760) 376-1935









**Monroe Continuation High School**  
Christina Libatique, Principal  
822-2124 ♦ FAX 822-2188

**Tehachapi High School**  
Cristi Libatique, Principal  
822-2130 ♦ FAX 822-2163

### ***HIGH SCHOOL DISTRICTS***

#### **DELANO JOINT UNION HIGH SCHOOL DISTRICT**

Jason Garcia, District Superintendent  
Adelaide Ramos, Assistant Superintendent  
1720 Norwalk St.  
Delano, CA 93215  
725-4000 ♦ FAX 721-9390  
www.djuhsd.org

**Cesar E. Chavez High School**  
Justin Derrick, Principal  
720-4502 ♦ FAX 725-8875

**Delano Adult School**  
Julio Segura, Interim Director  
720-4173 ♦ FAX 725-5852

**Delano High School**  
Shondra Walker, Principal  
720-4121 ♦ FAX 720-4216

**Robert F. Kennedy High School**  
Dolores Rodriguez, Principal  
720-5102 ♦ FAX 721-0833

**Valley High School**  
Uriel Robles, Director of Alt. Ed.  
720-4181 ♦ FAX 725-7611

**KERN HIGH SCHOOL DISTRICT**  
Dr. Bryon Schaefer, District Superintendent  
5801 Sundale Ave.  
Bakersfield, CA 93309  
827-3100 ♦ FAX 827-3301  
www.kernhigh.org

**Arvin High School**  
Ed Watts, Principal  
854-5561 ♦ FAX 854-5943

**Bakersfield Adult School**  
**Herbert E. Martin Center**  
Mark Wyatt, Principal  
835-1855 ♦ FAX 835-9612

**Bakersfield High School**  
Ben Sherley, Principal  
324-9841 ♦ FAX 324-3401

**Centennial High School**  
Ryan Coleman, Principal  
588-8601 ♦ FAX 588-8608

**Central Valley Continuation High School**  
Roman Aguilar, Supervising Administrator  
746-4281 ♦ FAX 746-0521

**Del Oro High School**  
Gail Bentley  
835-1750

**East Bakersfield High School**  
Carla Stallworth, Principal  
871-7221 ♦ FAX 872-6980

**Foothill Hill School**  
Ryan Geivet, Principal  
366-4491 ♦ FAX 363-6223

**Frontier High School**  
Vicky Thompson, Principal  
829-1107 ♦ FAX 829-1185

**Golden Valley High School**  
Paul Helman, Principal  
827-0800 ♦ FAX 827-0480

**Highland High School**  
Debra Vigstrom, Principal  
872-2777 ♦ FAX 871-6052

**Independence High School**  
Dean Juola, Principal  
834-8001 ♦ FAX 398-0899

**Kern Valley High School**  
John Meyers, Principal  
(760) 379-2611 ♦ FAX (760) 379-8314

**Liberty High School**  
Kenny Seals, Principal  
587-0925 ♦ FAX 587-1299

**Mira Monte High School**  
Roman Aguilar, Principal  
366-1800 ♦ FAX 363-6475

**North High School**  
Mark Balch, Principal  
399-3351 ♦ FAX 393-5918

**Nueva Continuation High School**  
Roman Aguilar, Supervising Administrator  
845-1532 ♦ FAX 845-9523

**Ridgeview High School**  
Roger Sanchez, Principal  
398-3100 ♦ FAX 398-9758

**Shafter High School**  
Russell Shipley, Principal  
746-4961 ♦ FAX 746-6743

**South High School -8-**  
Brian Mendiburu, Principal  
831-3680 ♦ FAX 837-2756

**Stockdale High School**  
Erika Pierce, Principal  
665-2800 ♦ FAX 665-0914

**Tierra Del Sol Continuation High School**  
Roman Aguilar, Supervising Administrator  
832-3700 ♦ FAX 832-9807

**Vista Continuation High School**  
Roman Aguilar, Supervising Administrator  
327-8561 ♦ FAX 631-0558

**Vista West Continuation High School**  
Roman Aguilar, Supervising Administrator  
589-4242 ♦ FAX 588-1627

**West High School**  
Megan Gregor, Principal  
832-2822 ♦ FAX 831-5606

**TAFT UNION HIGH SCHOOL DISTRICT**  
Jason Hodgson, District Superintendent  
1 Wildcat Way  
Taft, CA 93268  
763-2300 ♦ FAX 763-1445  
www.taft.k12.ca.us

**Buena Vista High School**  
Chelle Koerner, Administrator  
763-2383 ♦ FAX 763-2393

**Taft Union High School**  
Mary Alice Finn, Principal  
763-2300 ♦ FAX 763-1445

**WASCO UNION HIGH SCHOOL DISTRICT**  
Kevin Tallon, Acting District Superintendent  
2100 Seventh St.  
Wasco, CA 93280  
758-8447 ♦ FAX 758-4946  
www.wascouhsd.org

**Independence High School**  
Rusvel Prado, Principal  
758-7450 ♦ FAX 758-7451

**Wasco Union High School**  
Sunni Dobbs, Principal  
758-7400 ♦ FAX 758-9201



## **COMMUNITY COLLEGES**

### **KERN COMMUNITY COLLEGE DISTRICT**

Sonya Christian, Chancellor  
2100 Chester Ave.  
Bakersfield, CA 93301  
336-5100 ♦ FAX 336-5025  
www.kccd.edu

#### **Bakersfield College**

Zav Dadabhoy, President  
395-4011 ♦ FAX 395-4698

#### **Bakersfield College - Delano Center**

Abel Guzman, Director  
720-2000 ♦ FAX 720-2014

#### **Cerro Coso Community College**

Jill Board, President  
(760) 384-6100 ♦ FAX (760) 384-6270

#### **Porterville College**

Dr. Claudia Habib, President  
(559) 791-2200 ♦ FAX (559) 784-4779

## **WEST KERN COMMUNITY COLLEGE DISTRICT**

### **Taft College**

Brock McMurray, Interim District Supt./  
President  
29 Emmons Park Dr.  
Taft, CA 93268  
763-7700 ♦ FAX 763-7703  
www.taftcollege.edu

## **UNIVERSITIES**

### **CALIFORNIA STATE UNIVERSITY, BAKERSFIELD**

Lynette Zelezny, President  
9001 Stockdale Hwy.  
Bakersfield, CA 93311-1022  
654-CSUB  
www.csub.edu

## **VOCATIONAL AND OCCUPATIONAL SCHOOLS**

### **CAREER TECHNICAL EDUCATION CENTER**

Brian Miller, Principal  
7301 Old River Road  
Bakersfield, CA 93311  
397-7301

### **REGIONAL OCCUPATIONAL CENTER**

#### **Herbert E. Martin Center**

Brian Miller, Principal  
501 S. Mt. Vernon Ave.  
Bakersfield, CA 93307  
831-3327 ♦ FAX 398-8239  
roc.kernhigh.org

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Please submit changes to Elizabeth Mackay, Executive Secretary.  
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