

SUBSTITUTE LIST

PROCEDURES FOR PLACEMENT - CERTIFICATED

Individuals interested in substitute teaching must be registered with the Tulare County Office of Education. They must have a college degree (bachelor's degree) and documentation of CBEST certification. Information about CBEST may be obtained by contacting Enid Brinkman at Tulare County Office of Education (559) 733-6327.

Individuals who currently hold a valid California Teaching Credential **must** file a copy of the credential with the Tulare County Office of Education prior to substitute teaching.

The following must be on file with the District:

1. Completed application form obtained from the Personnel Department, 12623 Avenue 416, Orosi, CA 93647, (559) 528-4763.
2. Fingerprint clearance verification. The Tulare County Office of Education must have this on record at their office.
3. Substitute Information Form.
4. A valid California Teaching Credential or 30 day substitute permit.
5. Proof of U.S. Citizenship or right to work in the United States. (Federal I-9 Form)
6. Oath of Office Form.
7. A TB certificate of clearance from the health department or a private physician.
8. Withholding Exemption Certificate (W-4 Form) for Federal Income Tax.
9. State Withholding Form.
10. STRS or PERS Election, Exclusion or Acknowledgement Form.
11. Internet Use Agreement Form.
12. Completed induction packet acknowledgement forms.

Please advise the Personnel Department if there is an extended period when you are unavailable to substitute in the District.