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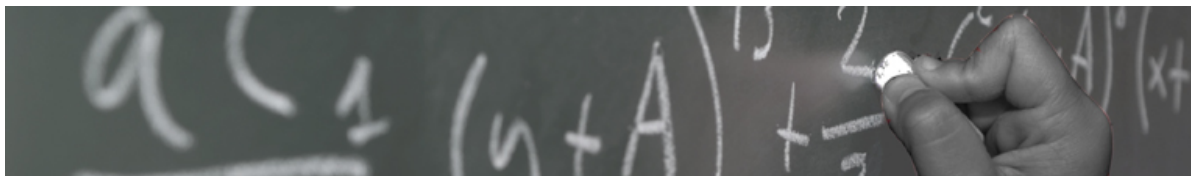


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How to Become a Guest Teacher



Welcome to SJUSD Certificated Substitute Support and Information!

Thank you for your interest in becoming a Guest Teacher with the San Juan Unified School District! The following information outlines the guest teacher application and selection process, as well as provides answers to other substitute-specific questions.

- o **GuestLine Fall 2016** - In process
- o **[Guest Teacher Handbook](#)** - Document with procedures and policies for all of San Juan Unified School District's Guest Teachers.
- o **Update July 1, 2016** - San Juan Unified School district is now accepting applications for Guest Teachers. Please select the application process link below and fill out the certificated on-line application. Once submitted, Sub Services will contact the most qualified applicants with further information.
- o **Attention CalSTRS retirees under 60!**
Effective July 1, 2010, CalSTRS retirees under the age of 60 will be subject to a zero dollar earnings limitation during the first six months after retirement. Members under 60 who return to work for CalSTRS-related service within the first six months of retiring will have their retirement allowance reduced on a dollar-for-dollar basis. After six months have passed, the under 60 retirees may receive compensation, subject to the current postretirement earnings limit.

Eligibility

All new candidates interested in guest teaching in the San Juan Unified School District must meet the following requirements:

- o Hold a teaching credential based on a degree and student teaching **OR**
- o Be eligible to apply for an Emergency 30-Day Substitute Teaching Permit which has the minimum requirements of:
 - Must possess a bachelor's degree or higher; and
 - Passed the California Basic Educational Skills Test (CBEST) or CSET Multiple Subject with Writing

In addition, you must:

- o Successfully complete a screening interview with the Human Resources Office;
- o Show teaching competency by:
 - Completion of a teaching credential program based on a degree and student teaching OR
 - Completion of the [online Substitute Teacher Training Program](#) (\$39.95 fee) linked to this site with a passing SubAssessment composite score of 85% or better. Bring a copy of the SubAssessment Diploma with a passing composite grade of 85% or higher to your Screening Interview
- o Pass a Criminal Background Check

Guest Teacher Application Process

[Click here](#) to view the steps for becoming a Guest Teacher.

Daily Salary Information

[Click here](#) for the full guest teacher salary schedule.

Time sheets are due the 25th of every month. You will be paid the following month on the 10th.

[Click here](#) for the guest teacher time sheet.

UPDATED 7/1/2015	Full Day	Half Day
Day-to-Day Guest Teacher	\$110	\$55
Long Term Guest Teacher	\$135	\$80
Retired K-12 Teacher	\$150	\$65
Dedicated*	\$150	\$80

*Commitment to work at a Title 1 or PI school 75% of each pay period.

Find a Sub Assignment

Find a Sub assignment by phone or online: SmartFindExpress

San Juan Unified School District uses an automated computerized Substitute Management System (SmartFindExpress). This system provides the ability to review and accept open sub assignments now and into the future.

- o [SmartFindExpress Instructions](#)

SmartFindExpress Phone Line (24 hrs): (916) 971-7827

SmartFindExpress Web Browser Link (24 hrs): <https://subs.sanjuan.edu>

With SmartFindExpress you can:

- o Modify callback number
- o Modify availability dates
- o View assignments
- o Review historical data
- o Cancel assignments
- o Search for assignments

[Substitute Quick Reference Guide](#)

Address / Phone Number Changes

Keeping your address and phone number current in Substitute Services and Payroll is critical. Written notification of address change is required. Please send the information to Substitute Services with a copy to Payroll.

Social Security

Social Security is comprised of two parts (OADI 6.2% of your gross pay and Medicare 1.45% of your gross pay). Certificated substitute teachers do not pay into OASDI but they do pay into Medicare.

State Teachers Retirement System (STRS)

If you are a current STRS member, all substitute earnings will be subject to STRS and Medicare.

APPLE

If you are a substitute employee and are not currently a STRS member, you have the option to enroll in San Juan's Mandatory Retirement System (APPLE).

- o Contributions towards APPLE are 7.5% of the gross pay.
- o Once you work for 101 days or 601 hours in a Fiscal Year (July 1 to June 30) OR more than 10 days or 60 hours in a month, membership in the State Teachers Retirement System (STRS) is mandatory and you will be automatically enrolled in STRS.
- o At that time, your APPLE deduction will stop and you may request a refund through the Benefit Department, but penalties may apply.

Contact Information

For any additional questions regarding substitute teaching the in the San Juan Unified School District, contact Substitute Services at (916) 971-7245.

[Click here](#) to view the Guest Teacher FAQ

District Telephone Numbers

Department	Phone Number
Board of Education:	(916) 971-7111
Human Resources:	(916) 971-7193
Substitute Help Desk (Certificated) 6:30am to 3:30pm - school days:	(916) 971-7245
Substitute Help Desk (Classified) 7:00am to 5:00pm - School days	(916) 971-7242

Substitute Help Desk (Classified) 8:30am - 5:00pm	(916) 971-7745
Substitute Request Line (SmartFindExpress):	(916) 971-7827
IMC (Instructional Media Center):	(916) 971-7371
Labor Relations:	(916) 979-8444
Maintenance/Operations:	(916) 971-5740
Multilingual/Multicultural:	(916) 971-5382
Payroll:	(916) 971-7223
Special Education:	(916) 971-7953
Superintendent's Office:	(916) 971-7104
Transportation:	(916) 971-7689
Workers Compensation Office:	(916) 971-7756

Last Modified on July 18, 2017

SAN JUAN UNIFIED SCHOOL DISTRICT

CONNECT DISTRICT



VISIT US

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CONTACT US



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