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.

- **GuestLine Fall 2016** - In process
- **Guest Teacher Handbook** - Document with procedures and policies for all of San Juan Unified School District's Guest Teachers.
- **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.
- **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:

- Hold a teaching credential based on a degree and student teaching OR
- 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:

- Successfully complete a screening interview with the Human Resources Office;
- 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
- 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.
<table>
<thead>
<tr>
<th></th>
<th>Full Day</th>
<th>Half Day</th>
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</thead>
<tbody>
<tr>
<td>Day-to-Day Guest Teacher</td>
<td>$110</td>
<td>$55</td>
</tr>
<tr>
<td>Long Term Guest Teacher</td>
<td>$135</td>
<td>$80</td>
</tr>
<tr>
<td>Retired K-12 Teacher</td>
<td>$150</td>
<td>$65</td>
</tr>
<tr>
<td>Dedicated*</td>
<td>$150</td>
<td>$80</td>
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*Commitment to work at a Title I 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.

- [SmartFindExpress Instructions](#)

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

SmartFindExpress Web Browser Link (24 hrs): [https://subs.sanjuan.edu](https://subs.sanjuan.edu)

With SmartFindExpress you can:

- Modify callback number
- Modify availability dates
- View assignments
- Review historical data
- Cancel assignments
- 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 (OASI 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).

- Contributions towards APPLE are 7.5% of the gross pay.
- 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.
- 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 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

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Board of Education:</td>
<td>(916) 971-7111</td>
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<tr>
<td>Human Resources:</td>
<td>(916) 971-7193</td>
</tr>
<tr>
<td>Substitute Help Desk (Certificated) 6:30am to 3:30pm - school days:</td>
<td>(916) 971-7245</td>
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<tr>
<td>Substitute Help Desk (Classified) 7:00am to 5:00pm - School days</td>
<td>(916) 971-7745</td>
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<td>Substitute Request Line (SmartFindExpress):</td>
<td>(916) 971-7242</td>
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<tr>
<td>IMC (Instructional Media Center):</td>
<td>(916) 971-7827</td>
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<td>Labor Relations:</td>
<td>(916) 971-7371</td>
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<td>Maintenance/Operations:</td>
<td>(916) 979-8444</td>
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<td>Multilingual/Multicultural:</td>
<td>(916) 971-5740</td>
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<td>Payroll:</td>
<td>(916) 971-5382</td>
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<td>Special Education:</td>
<td>(916) 971-7233</td>
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<td>Superintendent's Office:</td>
<td>(916) 971-7953</td>
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<td>Transportation:</td>
<td>(916) 971-7104</td>
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<td>Workers Compensation Office:</td>
<td>(916) 971-7689</td>
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<tr>
<td></td>
<td>(916) 971-7756</td>
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Last Modified on September 22, 2016