

Cabrillo Unified School District is a K-12 district and consists of the following schools:

Half Moon Bay High School (9-12)
Lewis Foster Drive
Half Moon Bay, CA 94019
650-712-7200

Cunha Intermediate School (6-8)
Church Street and Kelly Avenue
Half Moon Bay, CA 94019
650-712-7190

Hatch Elementary School (K-5)
Miramontes Street
Half Moon Bay, CA 94019
650-712-7160

El Granada Elementary School (K-5)
Santiago Street
El Granada, CA 94018
650-712-7150

Farallone View Elementary School (K-5)
LeConte and Kanoff Streets
Montara, CA 94037
650-712-7170

Kings Mountain Elementary (K-5)
Swett Road
Woodside, CA 94062
650-712-7180

SUBSTITUTE TEACHING ASSIGNMENTS

All Multiple Subject and Single Subject credentials, and Substitute Permits allow the holder to substitute in any grade and in any class.

Substitute Permit holders can substitute every day in the school year, but not for more than 30 days in the school year for the same teacher. This permit is called an Emergency 30-Day Substitute Permit and is issued on a one-year basis, and must be renewed every year.

**Cabrillo Unified School
District**

Substitute Teacher Information

498 Kelly Avenue
Half Moon Bay, CA 49019

Thank you for your interest in substitute teaching for Cabrillo Unified School District. We are looking for substitute teachers who are able to work five days a week at all of our school locations and grade levels.

In order to substitute teach, you must hold a California credential or permit issued by the California Commission on Teacher Credentialing. There are several ways to apply for a credential or permit, depending on your qualifications. See the four boxes below for requirements.

All candidates need a CUSD Substitute Application and an interview with the Deputy Superintendent.

To comply with California law, after the interview ALL applicants must be fingerprinted and cleared by the Department of Justice prior to employment in any school district in California.

CREDENTIAL APPLICATION PROCESS:

If you have a current California credential or permit:

After the interview:

- Fingerprinted for the California DOJ
- Copy of California credential or permit
- Completion of CUSD hire papers
- Copy of your Social Security card
- Copy of your Driver's license
- Copy of TB clearance test results

If you have a valid out-of-state credential or permit and HAVE PASSED CBEST:

After the interview:

- Fingerprinted for the FBI and California DOJ
- Copy of your credential or permit
- Complete CCTC application form 41-4
- Complete CCTC form 41-CIC
- Complete SMCOE Temp. County Certificate
- Copy of CBEST card
- Original transcripts
- Completion of CUSD hire papers
- Copy of your Social Security card
- Copy of your Driver's license or passport
- Copy of TB clearance test results

If you have a valid out-of-state credential or permit and HAVE NOT PASSED CBEST:

After the interview:

- Fingerprinted for the FBI and California DOJ
- Copy of your credential or permit
- Complete CCTC application form 41-4
- Complete CCTC form 41-CIC
- Complete SMCOE Temp. County Certificate
- Original transcripts
- Completion of CUSD hire papers
- Copy of your Social Security card
- Copy of your Driver's license or passport
- Copy of TB clearance test results

If you do not have a current California credential or permit and HAVE PASSED CBEST:

After the interview:

- Fingerprinted for the FBI and California DOJ
- Complete CCTC application form 41-4
- Complete CCTC form 41-CIC
- Complete SMCOE Temporary County Certificate
- Original transcripts
- Copy of CBEST card
- Completion of CUSD hire papers
- Copy of your Social Security card
- Copy of your Driver's license or passport
- Copy of TB clearance test results

If you do not have a current California credential or permit and HAVE NOT PASSED CBEST:

After the interview:

- Fingerprinted for the FBI and California DOJ
- Complete the Variable Term Waiver for CBEST
- Complete SMCOE Temporary County Certificate
- Complete CCTC form 41-CIC
- Original transcripts
- Completion of CUSD hire papers
- Copy of your Social Security card
- Copy of your Driver's license or passport

- Copy of TB clearance test results

FINGERPRINTING

There is a fee for fingerprinting, which can be deducted in two payments from your paychecks.

Fingerprinting is done at the San Mateo County Office of Education in Redwood City. A request from our office is necessary for an appointment. You will not be seen if you arrive without an appointment or the fingerprint paperwork we will give you.

Once we receive notification from the DOJ on the status of your fingerprints. We will proceed with the application process once your fingerprints have cleared.

CALIFORNIA BASIC EDUCATIONAL SKILLS TEST (CBEST)

Anyone applying for a credential in California must take and pass the CBEST. The test is in three parts: reading, writing, and mathematics. CBEST is offered six times a year. The Personnel Department has the registration bulletins that should answer all of your questions regarding CBEST.

If you have not taken CBEST, a waiver is in place in our district; however, you must take and pass CBEST within the first year of hire.

SOCIAL SECURITY CARD

Employees must present an original Social Security card for documentation. If you do not have your card, you can go to the Social Security Office in San Mateo and request a duplicate card. The Social Security Office will give you a printout stating you have applied for the duplicate. This printout can be used until you receive the original card.

TRANSCRIPTS

You are responsible for requesting official copies of your transcripts. The transcripts must show the date of your bachelor's or master's degree.

TUBERCULOSIS CLEARANCE