



Santa Maria-Bonita School District

Patty L. Grady, Ed.D, Assistant Superintendent

DEPARTMENT OF HUMAN RESOURCES
SOUZA STUDENT SUPPORT CENTER
708 South Miller Street
Santa Maria, CA 93454-6230
(805) 928-1783

APPLICATION FOR SUBSTITUTE TEACHER, TEACHER TUTOR, and/or MIGRANT TEACHER TUTOR

Dear Candidate:

Thank you for your interest in applying for a certificated substitute, teacher-tutor, and/or migrant teacher tutor position. An employment application is attached.

It is your responsibility to **ensure completion** of your application file. A complete file includes the following...

- Application (signed and dated)
- Current Resume
- Three letters of reference
- Copy of California Teaching Credential (*mandatory for Teacher Tutors*) or Emergency Permit (*which can now be downloaded from the California Commission on Teacher Credentialing website - www.ctc.ca.gov*)

Note for Substitute Teacher applicants: If you do not already have an Emergency Permit, Human Resources will assist in the process if you are considered for hire.

Completed application packets need to be returned to the Human Resources department.

Substitute Teacher applicants: The Substitute Calling Service (e School Solutions) is managed through the Santa Maria-Bonita School District. Substitutes receive jobs by way of an automated/on-line system (*SmartFindExpress*). In addition, if you are hired as a substitute teacher you will need to have a fingerprint clearance on file with the Santa Barbara County Education Office. By completing a Multi-District Live Scan process your fingerprint information will be applicable with all school districts in the Santa Barbara County.

Teacher-Tutor applicants: Teacher-Tutors must possess and maintain a California Teaching Credential and meet the requirements of the federal No Child Left Behind Act. If hired, the Teacher-Tutor will work 3 hours per day and are not a part of the bargaining unit.

Migrant Teacher-Tutor applicants: Migrant Teacher-Tutors must possess a California Teaching Credential, NCLB compliance (No Child Left Behind Act) and EL Authorization. If hired, our Migrant Teacher-Tutors will work 3 hours a day beginning after school but may increase to 5 hours a day depending on each school sites schedule.

**SANTA MARIA-BONITA SCHOOL DISTRICT
2014-2015 Substitute & Tutor Salary Schedule**

Substitute Schedule #1001

	RANGE
STEP	01
A (1-10 Days)	\$110.00
B (11-20 Days)	\$115.00
C (Over 21 Days)	\$130.00

Tutor Schedule #1003

	RANGE
STEP	01
A	Hrly: \$35.00

Certificated Rates

Certificated Hourly Rate: \$ 35.00/hr

Certificated Daily Rate: \$227.50/day (6.5 hrs x \$35.00)

Certificated Employees Presenting at an Inservice: \$280.00/day (8hrs x \$35.00)

Effective: July 1, 2014

Effective: August 29, 2013

Santa Maria-Bonita School District
Human Resources
708 S. Miller Street, Santa Maria,
CA 93454



APPLICATION FOR CERTIFICATED SUBSTITUTE, TEACHER TUTOR, and/or MIGRANT TEACHER TUTOR

Check which type of employment you are applying for:

SUBSTITUTE TEACHER

TEACHER TUTOR

MIGRANT TEACHER TUTOR

Name: _____ Social Security Number: _____

Street Address: _____

Disclosure of your social security number is voluntary. The social security number will be used only for identification purposes to ensure that proper records are maintained.

City, State, Zip: _____

Phone: _____

e-mail address: _____

Cell/Message Phone _____

Name(s) and Locations of Colleges/Universities attended

Diploma/Degree

Have you passed the CBEST? _____ Yes _____ No _____ Results Pending

Credentials/Permits held

Expiration Date

If you currently do not possess a California teaching credential or permit, have you made application for one?

_____ Yes _____ No If yes, what credential or permit? _____

Applied through (name of college or agency) _____ Date applied _____

Communication skills in a foreign language _____

Certificated Experience

Position

Grade/Level

School

City/State

From/To

Please explain any breaks in certificated experience _____

Please list three (3) professional references with complete addresses and phone numbers. If you have teaching experience, please include at least one administrator who has supervised or observed you teach.

Name	Position	Address and Phone Number (work/home)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please answer the questions below. If you answer yes to any question, please submit a full explanation using a separate sheet of paper.

	Yes	No
Have you been dismissed, resigned from, or otherwise left employment because of allegations of misconduct?	_____	_____
Have you ever been convicted, including a conviction based on a plea of no contest, of any felony or misdemeanor?	_____	_____
Are you currently the subject of any inquiry or investigation by any licensing or law enforcement agency?	_____	_____
Are any criminal charges or proceedings pending against you?	_____	_____
Is any disciplinary action now pending against you in any school district?	_____	_____
Have you ever had any credential, including but not limited to any Certificate of Clearance, permit, credential, license or other documents authorizing public school service or teaching, suspended, revoked, voided, denied and/or otherwise rejected for cause in California or elsewhere?	_____	_____
Have you ever had any application for a credential, including but not limited to any Certificate of Clearance, permit, credential, license or other document authorizing public school service or teaching denied and/or rejected for cause in California or elsewhere?	_____	_____

Can you perform the essential functions of the position with or without reasonable accommodation?
Yes _____ No _____

Have you applied for employment with the Santa Maria-Bonita School District before?
Yes _____ No _____ If yes, when? _____

Have you ever been employed by Santa Maria-Bonita School District?
_____ Yes _____ No
If yes, when and in what capacity? _____

The Santa Maria-Bonita School District are authorized to contact any person(s) or firm(s) listed on my application and resume regarding my performance as an employee and/or student. False statements on this application are considered to be sufficient cause for dismissal of employment. Therefore, I hereby certify that all statements made in this application are true, accurate and complete to the best of my knowledge and that they are made in good faith. I release from all liability persons and organizations reporting information required by this application. In compliance with State and Federal laws, the Santa Maria-Bonita School District does not discriminate on the basis of race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, or medical condition, veteran status, gender or sexual orientation in education programs or activities, employment practices or admission policies to their schools and programs.

Signature

Date