



201 Covington Road
Los Altos CA 94024

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Board of Trustees: Bill Cooper, Mark Goines, Margot Harrigan, Tamara Logan, Doug Smith
Superintendent: Jeffrey Baier

TO: Certificated Substitute Applicants

Thank you for your interest in the Los Altos School District. To be considered for employment, applicants for certificated positions must submit a complete application packet consisting of the following:

- Completed and signed application form
- Complete Substitute Teacher Application Questionnaire (attached)
- Cover letter (addressed to Marlene Revelo) which includes your qualifications and experience with regard to substitute teaching
- Current resume
- Three letters of recommendation with at least one from someone in the education field
- Photocopies of transcripts showing bachelors degree
- Photocopy of a valid California Credential registered at the County Office:

Santa Clara County Office of Education

Credentials Department

1290 Ridder Park Drive

San Jose CA 95131-2398

Phone: (408) 453-6767

(To obtain an Emergency 30-Day Substitute Teaching Permit, see attached instructions)

We appreciate your desire to be part of our district. Please be assured that your application and qualifications will be given serious consideration.

Sincerely,

Marlene Revelo
Personnel Specialist

Certificated Employment Application

Date _____

Name _____
 (Last) (First) (M.I.)

Current Address _____
 (Street) (City/State) (Zip)

Phone () _____ Cell Phone () _____

Email _____

I am applying for the following position(s):

- Elementary - Preferred Grades _____
- Jr. High School - Credentialed Subjects _____
- Special Education/Pupil Services – Psychologist / Resource Specialist / Special Day Class / Speech (circle one)
- Substitute Teacher

Total number of years teaching (excluding student teaching and substituting) _____

Semester units beyond BA or BS _____ (quarter unit = 2/3 semester unit)

English Learner Authorization (i.e. CLAD) Yes No

Are you No Child Left Behind (NCLB) compliant? Yes No

NOTICE: Under the mandates of the NCLB Act of 2001, you may be required to take and pass one of the currently recognized subject matter competence examinations **to be eligible for employment** with Los Altos School District.

Specific Title of California Credential	Other Subject Authorization Endorsed on your Credential	Expiration Date

EDUCATION AND TRAINING

Type of School	Name and Location of School	Dates (From/To)	Degree	Major/Minor
College				
College				
College				

STUDENT TEACHING

Dates (From/To)	District/School	Grade/Subject	Name/Phone of Supervisor

CONTRACTED EXPERIENCE
List most recent experience first

Dates (From/To)	District/School	Grade/Subject	Full-time, Part-time or Sub	Name/Phone of Supervisor

REFERENCES

Name	Person's Position	District/School	Phone

Extracurricular activities that you are qualified to direct or coach:

Yes ___ No ___ Has your credential ever been suspended or revoked?

Yes ___ No ___ Have you ever been dismissed, released, non-reelected or asked to resign from any temporary, probationary or permanent position?

Yes ___ No ___ Have you ever been convicted of a crime other than a minor traffic violation?

Note: If you answered "yes" to any of the questions above, attach additional page(s) explaining your answer(s). A "yes" answer to any of the above questions is not an absolute bar to employment.

Disclaimer: I hereby certify that all statements made herein are true and correct to be best of my knowledge and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

Signature of Applicant

Date of Signature

Substitute Teacher Application Questionnaire

Complete and Return with Application

Name _____ Date _____

1. *What is your primary role as a substitute teacher?*
2. *What preparations would you make before the substitute day?*
3. *What would you do if you found no lesson plan?*
4. *What would you say or do with the class to open the day?*
5. *What do you do to ensure classroom management?*
6. *List three classroom rules which you believe are most important for your students to follow:*
7. *How do you handle difficult/confrontive discipline problems?*
8. *How do you regain the attention of the class when it gets out of control?*
9. *What information will you leave for the teacher at the end of your substitute day/period?*

**Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose CA 95131**

CREDENTIALS DEPARTMENT (408) 453-6767
Requirements for a 30 – day Substitute Permit

- Bachelor’s Degree – official transcripts, original diploma, or Foreign Evaluation
- Proof of CBEST
- Fingerprints

FINGERPRINT LIVE SCAN SERVICE (408) 453-4305
NOTE: Service is by Appointment Only

The Fingerprint Live Scan Unit of the Santa Clara County Office of Education provides employment clearance and personnel support services to school employers, educational agencies, community volunteer organizations and employers serving students, schools, and educational programs throughout Santa Clara County.

To Make an Appointment

- By Phone (408) 453-4305
- Online:
www.sccoe.org > SCCOE Departments > Human Resources > Fingerprint Services > Online Scheduling

Applicants must present valid photo identification when being fingerprinted. Expired identification information will not be accepted. Accepted identification includes valid driver’s license from any state, California ID card, passport, or military identification. If you must cancel, call as soon as possible.

Hours of Operation

- Monday – Friday
- 8:00 a.m. – 5:00 p.m. (last appointment is 4:00 p.m.)

The Santa Clara County Office of Education Live Scan Fingerprint Unit expands its service schedule during peak school recruitment seasons to include Saturdays and additional evening service hours. Please arrive 10 minutes early for your appointment. Check in at the Fingerprint Desk. Applicants with bandaged or injured fingers cannot be fingerprinted and should make an appointment when their fingers have healed.