

# Delano Union School District

Office of Rosalina Rivera, Superintendent  
Department of Human Resources  
Dr. Jason Kashwer, Assistant Superintendent of Human Resources

## SUBSTITUTE TEACHER INFORMATION:

The requirements are:

### Prospective Sub Teacher permit:

- 90 Semester or 135 quarter units
- CBEST (California Basic Education Skills Test)

-----or-----

### 30 Day Emergency Permit:

- B.A. Degree
- CBEST (California Basic Education Skills Test)

### \*\*What is expected of the substitute\*\*

- Report time is 7:45 a.m.
- Follow school procedure and lesson plans
- Leave classroom and materials in order
- Dress for success and respect

## CERTIFICATED SUBSTITUTE SALARY:

<u>Classification</u>	<u>Rate</u>
Sub Teacher Daily Rate	
Work Day (7:45 A.M. – 2:15 P.M.) .....	\$140/day
*Sub Teacher Long Term Rate (Non Credentialed) .....	\$200/day
*Sub Teacher Long Term Rate (Credentialed).....	\$235/day
*(after 21 <sup>st</sup> consecutive day – in the same assignment)	

If you would to request a substitute packet or more information, please contact  
the Human Resources Department at (661) 721-5000 ext. 00162.

Working Together For A Better Education - The Delano Way  
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

## SUGGESTIONS FOR SUCCESS

Substituting is a new challenge daily. Below are some valuable suggestions for you to guarantee a successful assignment.

1. Arrive early to familiarize yourself with the:
  - \* lesson plans
  - \* school site and classroom
  - \* special events of the day
  - \* discipline plan of the school
2. Meet the principal and other key staff. Ask who to call if you need assistance.
3. Discipline and effective classroom management is key to your success and student safety.  
  
Never use any type of corporal punishment on a child.  
Always call the office if you need assistance.
4. If possible, leave a written note for the teacher. It may be brief, but it should communicate how the day went, what was covered, and which student was or was not cooperative!
5. Dress for success and respect. Our students know that substitutes are “guests” on our campuses. It is important to be appropriately attired for the important job you have to perform.
6. Please be respectful to students, staff, and parents. You are an important person and you represent the district in all you say and do.
7. Enjoy yourself and the great students you will meet each day!