



**CENTRAL UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**  
4605 North Polk Avenue • Fresno, CA 93722  
Phone: (559) 274-4700 • Fax: (559) 276-2983

**HR ADMINISTRATION**

**Jack Kelejian**  
Assistant Superintendent

**Eliseo Cuellar**  
Administrator, HR/CWA

**SUPERINTENDENT**  
Mark G. Sutton

*"Staff Recruitment and Development for Academic Excellence"*

**Substitute Hiring Procedures 2017-18 School Year**

Certificated Substitute applications are accepted online through EdJoin as postings are available. Once the posting has closed select applicants are invited to attend the substitute training. Substitutes must then be fingerprinted and board approved prior to being entered into the substitute management system (*SmartFind Express*).

**Certificated Substitute Rate:**

Daily Rate: \$125 (1 - 19 Days) \$140 (20 + Days)

**Required Documents:**

- Three (3) Letters of Recommendation dated within **18 months** of application
- TB Test Results or Adult Tuberculosis (TB) Risk Assessment Questionnaire (within 60 days of hire)
- CBEST
- Credential or Substitute Permit – (**Must be registered with Fresno County Superintendent of Schools (FCSS)**)

Application Period	Substitute Training Date
Open through July 12th	July 20, 2017
July 21st – August 30th	September 6, 2017
September 22nd – October 18th	October 25, 2017
October 26th - November 22nd	November 29, 2017
December 1st – January 17th	January 24, 2018
January 26th – February 15th	February 1, 2018
February 23rd – March 21st	March 21, 2018
March 23rd – April 4th	April 11, 2018

**Please Note:**

- Turning in a substitute application does not guarantee employment
- Substitute Training is by invitation only; qualified applicants will be invited to attend the next available training via email once the application period has closed.
- Central Unified does not have access to any other fingerprinting databases and therefore all employees must be fingerprinted with the district
- Processing time can vary for a number of reasons, please be patient as you keep the following in mind:
  - Fingerprinting may take up to 30 days to clear
  - Board meetings are held every other Tuesday
- For additional information please visit Central Unified School District web page at [www.centralunified.org](http://www.centralunified.org) > Human Resources > Substitute Teacher Resources or questions regarding the Certificated Substitute process, please contact Zulema Betancourt in Human Resources: [zbetancourt@centralusd.k12.ca.us](mailto:zbetancourt@centralusd.k12.ca.us) or 274-4700 x 63160.