



## COAST UNIFIED SCHOOL DISTRICT

1350 Main Street • Cambria, California 93428

Tel 805-927-3880 • Fax 805-927-7105

Victoria Schumacher, Ph. D., Superintendent

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## COAST UNIFIED SUBSTITUTE PACKET

Dear Applicant,

We are pleased to accept your application for a certificated substitute position in our District. Based on our analysis of the items listed below, you will be notified of preliminary approval of your request to serve as a substitute teacher in the District.

A final offer of employment will be subject to Board approval and your willingness to participate in a District orientation for this position.

To complete your file, we will need the following:

1. Completed, signed Substitute Teaching Application. ***(Please write your name as it appears on your Social Security Card.)***
2. Copy of your California Teaching Credential(s) or Sub Permit (both **FRONT & BACK** copied) or Temporary County Certificate (TCC) if in process.
3. Copy of TB clearance.
4. Up-to-date resume.
5. Copy of your **CBEST** scores.
6. Minimum of three (3) current letters of reference from administrators and other educational colleagues.
7. Copy of your Social Security Card and driver's license.
8. Proof of Department of Justice fingerprint clearance **(per AB 1610 and 1612 you must be DOJ fingerprinted; you are required to do this at the San Luis Obispo County Office of Education at your expense; the District will be notified by SLOCOE of your clearance date).**

Thank you for your interest in Coast Unified School District.

Sincerely,

Valeria Wright  
Human Resources Coordinator