



Substitute Teacher - Important Information

Timelines and Deadlines

- Individuals who would like to become Substitute Teachers at Five Keys must either have a valid California Teaching Credential, 30-Day Substitute Permit and/or pass a Live Scan background check.
 - Five Keys is willing to provide guidance on how to request the Certificate of Clearance from the California Commission on Teacher Credentialing (CTC)
 - Five Keys is willing to provide the necessary academic review and recommendation so qualified candidates can receive their California Emergency 30-Day Substitute Teaching Permit
- Substitute Teachers should submit all verification documentation within 30 days of their start date.
 - If you submit verification documentation BEFORE the 30-day deadline, the increase in retro pay is backdated to the start date
 - If you submit verification documentation AFTER the 30-day deadline, the increase in retro pay is backdated to the date the documents were received by HR
- Once the salary calculation is finalized, Substitute Teachers receive an email notification and payroll is updated
- Substitute Teachers have 30 days from the date of notification to dispute the salary placement. No adjustments will be made after the deadline without CEO approval

Pay Rate Information

- Effective 11/1/2021, the hourly rates for Five Keys Substitute Teachers are:
 - \$36.00 per hour if the Substitute Teacher has no teaching credential
 - \$39.00 per hour if the Substitute Teacher has a Preliminary or Clear Credential or Emergency Substitute Permit
- All Substitute Teachers will have their initial salary placement at \$36.00

Documentation Submission

- When available, upload your Teaching Credential Certificate or Substitute Teaching Permit Certificate into the on-boarding "Education and Employment Verification Checklist"
- If additional documents need to be submitted in the future, contact HR for instructions at HR@fivekeys.org

Live Scan or Jail Clearance Requirements

- All Five Keys Substitute Teaching positions are required to complete a Live Scan and/or a separate jail clearance process
- Candidates are accountable for paying for their Live Scan fingerprinting
- Follow all instructions provided and email suzanneg@fivekeys.org if you have questions or need assistance



Permits & Credentials Accepted

- California Emergency 30-Day Substitute Teaching Permit
- Adult Education Credential
- CTE Credential
- Single Subject Credential
- Multiple Subject Credential

CTE Technical, Trade, or Vocational Classroom Substitute - Permits & Credentials Accepted

- Emergency Designated Subjects: Career Technical Education Substitute Permit
- Designated Subjects: CTE Credentials

Additional Information

- For additional credential requirement information: [CTC Website - Substitute Permit Requirements](#)
- There is no guarantee of daily work and Substitute Teachers are on-call positions
- For daily assignments, a Substitute Teacher may not work more than 6.5 hours unless prior arrangements have been made with the Principal
- Substitute Teachers only attend Five Keys training events or meetings when specifically requested by a member of Five Keys leadership team, not when included on mass email notifications
- Without prior approval by a Superintendent, Substitute Teachers may not attend trainings, professional development or other paid events if they have not subbed within the last 30 days
- Substitute Teachers must clock in/out for their 30-minute lunch and not perform work duties
- Substitute Teachers who do not perform any work in a 6-month period will be terminated
- If a Credential or Substitute Teaching Permit is not renewed by the expiration date, employment is subject to termination
- If jail clearance is a requirement of the position and jail clearance is revoked, employment is subject to termination
- A Substitute Teacher cannot be hired as a Teacher unless they hold or are eligible for the appropriate teaching credential