



Portola Valley School District
4575 Alpine Road Portola Valley, CA 94028
www.pvsd.net

Parents! Become a Substitute and Help Us Support and Bring Back Our Students

REQUIREMENTS

Applicants with a valid CA teaching credential or 30 day substitute

permit:

- Official electronic or sealed transcripts showing bachelor's degree
- Copy of CBEST results or [equivalent](#)
- Valid driver's license
- Copy of signed social security card
- TB clearance survey
- Live Scan fingerprints (arranged by District Office)

Applicants without a valid CA teaching credential or 30 day substitute permit:

- Must apply [for 30-day substitute permit](#)* – process guided by the District AND [Certificate of Clearance](#)*
- Official electronic or sealed transcripts showing bachelor's degree
- Copy of CBEST results or [equivalent](#)
- Valid driver's license
- Copy of signed social security card
- TB clearance survey
- Live Scan fingerprints (arranged by District Office)

* More information is available at
www.ctc.ca.gov

HELP OUR STUDENTS SUCCEED!

The PVSD is reaching out to our students' parents and families to apply to become substitute teachers to work in a supervisory capacity with groups of students for learning support.

Some students have unfortunately struggled with internet connectivity during distance learning, so the District has arranged for small student cohorts to safely return to schools in order to access their online classes. Each school needs 2-4 substitute teachers to supervise these students:

- You will not be teaching lessons. Instead, this is a supervisory role to monitor students as they complete their online classes on campus
- This will require you to physically report to a school site (strict health and safety guidelines will be in effect)
- Student cohorts will be approximately 12 students (you may only be assigned to one cohort at a time)
- Work schedule will vary by school, depending on their needs (2-5 days per week during school hours)
- Compensation up to \$190 per day, depending on schedule.

For more specific information about this opportunity, please contact the school directly.

For inquiries regarding the application process, please contact Karen Lucian (klucian@pvsd.net)