

Greenfield Union School District
493 El Camino Real ~ Greenfield, CA 93927
Becoming a Certificated Substitute Teacher in GUSD

Certificated Substitute Hiring Process:

1. EdJoin Application
2. *Have a 30 day substitute teacher permit
3. Driver's License/State issued ID & Social Security Card (Originals, HR will make copies)
4. Fingerprints on file with GUSD
5. Current TB test (done in the last 60 days)
6. Complete mandatory training
7. New hire paperwork

*Emergency 30-Day Substitute Teacher Permit - Requirements for Initial Issuance
Application packets submitted must include all of the following:

1. Official transcripts showing the conferral of a baccalaureate or higher degree from a regionally accredited college or university.
2. Basic skills requirement
3. Completed application and, if not previously submitted to the Commission, a completed Live Scan receipt
4. Application processing fees \$100.