



Santa Ana Unified School District

Al Mijares, Ph.D., Superintendent

School Year: 2005 – 2006

Dear Substitute Applicant,

Thank you for your interest in applying to be a substitute teacher in the Santa Ana Unified School District. It is important that you complete the District application and fulfill the requirements outlined in the boxed instruction area.

1. Write or type your application legibly. The application may be downloaded through the District Web site at www.sausd.k12.ca.us. Please provide accurate and current information. If you change your address or phone number, contact Human Resources. The application is a legal document and any/all information on it should not be falsified.
2. Return the completed application to the box labeled "Substitute Application" at the front desk. Your application will be date stamped and recorded.
3. A credentials technician will call you to schedule an interview. If she leaves you a message, it is your responsibility to return her phone call. If you have an emergency and need to cancel the interview, please contact her immediately. Interviews are scheduled on an if-and-as-needed basis.
4. If a site administrator interviews you and submits a written recommendation to the Human Resources Division, the Human Resources Division will contact you directly as soon as the recommendation has been approved.
5. If recommended after an interview, or by a site administrator, the credentials technician will provide you with the employee requirements.
6. When the employee requirements are met, the credentials technician will refer you to the personnel technician.
7. The personnel technician will provide an orientation and handbook and place you in the SEMS system (Substitute Employment Management System).

Your substitute pay is \$105 per day or \$120 after ten consecutive days in one assignment. If you have any questions, do not hesitate to contact the Human Resources Division at 714-558-5751. We look forward to receiving your application.

Sincerely,

Juan M. Lopez
Assistant Superintendent
Human Resources

1601 E. Chestnut Avenue, Santa Ana, California 92701 (714) 558-5501 • (714) 558-5740 (Fax)

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