



**Lemon Grove School District** offers competitive compensation to our valued Substitute Teachers.

**Compensation: effective July 1, 2016: \$125/day, or \$135/day for assignments longer than 10 days.**

*Current rate is: \$115/day, or \$125/day for assignments longer than 10 days.*

We use the **Smart Find Express** sub finder system.



### **How to apply as a Substitute Teacher**

1. Complete the [online EdJoin application](#)
2. You must be registered in the [SDCOE Fingerprint Clearinghouse](#)  
There is a fee of \$75, payable by money order only to SDCOE at the time of service.
3. Schedule a processing appointment with Melissa Northcutt, Human Resources Technician.  
Please email: [mnorthc@lgsd.k12.ca.us](mailto:mnorthc@lgsd.k12.ca.us), or call the office at 619-825-5712.
4. Be prepared to provide the following documents at your appointment:
  - ◆ Driver's License
  - ◆ Social Security Card
  - ◆ Copy of negative TB test (within 4 years)
  - ◆ Copy of your California Teaching Credential, OR your California 30 Day Emergency Substitute Teaching Permit.



**SAN DIEGO COUNTY  
OFFICE OF EDUCATION**

#### **SDCOE Substitute Teacher Requirements:**

<http://www.sdcoe.net/human-resources/credentials/Pages/substitute-teachers.aspx>

**Lemon Grove School District  
Human Resources Department**

8025 Lincoln St, Building B

Lemon Grove, CA 91945

619-825-5712

[www.lgsd.k12.ca.us](http://www.lgsd.k12.ca.us)