

# SHASTA COUNTY OFFICE OF EDUCATION

## SUBSTITUTE TEACHER REQUIREMENTS

The Shasta County Office of Education maintains the county-wide substitute teacher list. You must be processed and cleared through our office to be added to this list. Once cleared, you will be eligible to substitute at any of the 25 public school districts in Shasta County.

We are currently accepting both fully Credentialed Teachers and applicants who have an Emergency 30-Day Substitute Permit.

### Minimum qualifications to substitute:

- Full California Credential or Emergency 30-Day Substitute Permit.  
-To qualify for a permit you must have a Bachelor's Degree or higher from a regionally accredited college or university and have met the Basic Skills requirement.
- Negative Tuberculosis Clearance completed within the last 60 days
- Fingerprint Clearance  
-You will be given fingerprinting instructions after you return your completed packet. Even though you may have been fingerprinted for other agencies, you are still required to be fingerprinted for Substitute Teacher employment in Shasta County.

### To begin:

- *I have a credential...*
  1. Print the [Sub Teacher packet](#).
  2. Call (530) 225-0202 to make an appointment to return your completed packet along with the required documentation. Fingerprint instructions will be given to you at this time.
- *I do not have a credential and would like to apply for an Emergency 30-Day Substitute Permit...*
  1. Print the [30 Day Sub Permit packet](#). The permit recommendation is done online by the Credential Analyst and completed by the applicant. The applicant must also print the [Sub Teacher packet](#).
  2. Call (530) 225-0202 to make an appointment to return your completed packet along with the required documentation. Fingerprint instructions will be given to you at this time.
- **Please note: If you have a Certificate of Clearance issued through the CCTC, you will not need to be fingerprinted again for the Commission on Teacher Credentialing. You will still need to be fingerprinted for employment with Shasta County Office of Education. Please contact the Credential's Office at [credentials@shastacoe.org](mailto:credentials@shastacoe.org) if you have any questions regarding the fingerprinting process.**