

## **WELCOME BACK TO THE 2010-2011 SCHOOL YEAR**

Welcome to the 2010-11 school year with Huntington Beach City School District. We hope you had a wonderful summer and are looking forward to returning to the excitement of the classroom.

In the District's continuing efforts to reduce unnecessary spending and "go green", Human Resources will not be mailing out individual Welcome Back Packets to substitute teachers any longer. Below are links to the 2010-2011 Calendar, School District Map, Street Sweeping Schedule, 2010-2011 Bell Schedule and "Important Information for Substitute Teachers".

The rate of pay remains the same: \$100.00 for a full day; \$13.64 per hour for hourly assignments over three hours; minimum rate for three hours or less is \$40.92.

***REMINDER: Credentials/permits should be renewed at least two months in advance of expiration date. ALL RENEWALS OF CREDENTIALS AND/OR PERMITS MUST BE DONE ONLINE AT [www.ctc.ca.gov](http://www.ctc.ca.gov).***

If there is a lapse in your credential/permit, SubFinder will notify you, and you will be unable to substitute teach until a copy of your renewed credential/permit is received in our office. Also, remember to keep our office informed of any changes in your status (i.e. name change, address, phone number) as they occur throughout the year.

**PLEASE REMEMBER: It is imperative that you report to your assignment 30 minutes prior to the start time shown on the enclosed schedule. (SubFinder will state the time you are to report.) You are to remain on campus until all students are dismissed, unless you are on an hourly assignment.**

Thank you for your continued support and service. You are a very important part of our educational programs. With your dedication and professionalism, the planned curricula is ongoing in the absence of the classroom teachers. Your effort is appreciated.

**[Please refer to the Human Resources Page, Substitute Teachers, for other important information.](#)**