San Juan Unified School District

Becoming a Guest Teacher

Frequently Asked Questions:

What is a Guest Teacher?
The San Juan Unified School District uses the term “Guest Teacher” when referring to what is commonly called a substitute teacher.

What is a Long Term Guest Teacher?
A “Long Term” Guest Teacher is a substitute teacher who is working in the same assignment for more than 20 consecutive school days.

If I am fully certified in California, do I need to attend the Orientation?
Yes, all Guest Teachers new to San Juan need to attend the Orientation. At this time, the Guest Teachers will learn how they are notified of substitute assignments through the automated calling system. The Guest Teacher will also learn how to call the automated system to request an assignment. In addition, all employment paperwork is received from the Guest Teacher and reviewed.

If I am fully certified in California, do I need to take the online Substitute Teacher Training Program?
No, fully California certified applicants do not have to take the training. However, they do have the option to take it for the discounted price of $39.95 plus $5.00 shipping and handling, especially if they have been out of the classroom for a while.

What should I do if I was a Guest Teacher in this district last year and now want to return?
If you were a Guest Teacher recently and want to return, please contact Sub Services at 971-7245 for an expedited processing.

How long does the Orientation take?
About 2 hours

How do I take the online Substitute Teacher Training Program?
Navigate to the Guest Teacher website and click on the link to the training program. You will be prompted to create a new account and enter your credit card number for the cost of $39.95 plus $5.00 shipping and handling. You will be sent the training materials, including a CD. If you have a fast internet connection, you can start the training immediately. If not, use the CD for the training. When you have gone through the training, return to the website and use your username and password to log in. Take the SubAssessment and when you have a passing composite grade of 85% or better, print your SubDiploma. Bring your SubDiploma to Orientation or bring/send it to SJUSD Human Resources, 3738 Walnut Ave., Carmichael, CA 95608.