**LESD Employment Requirements**

### Classified Substitutes

**Requirements:**
- Classified Application
- Get Safety Trained
- ID & SSN
- TB Clearance (valid within 4 years)
- High School Diploma/GED

**Additional Requirements:**
- Typing Certificate 35(wpm)+
- 24+ College Units or CODESP
- Valid CFR

**Fingerprints:**
- $52 exact at the District (cash only)
- $15 at KCSOS (credit and/or debit card - NO CASH)
- $67 total
- Live Scan
- Board Approval

### Certificated Substitutes

All Applicants must apply directly through KCSOS Credential Services Department and be active in the County-wide substitute list.

**Requirements:**
- Certificated Application
- ID & SSN
- Temporary County Certificate (TCC) or a detailed copy of permit/credential
- Fingerprint clearance (white ½ sheet)
- TB Clearance (valid within 4 years)
- Medical Examination
- CANRA-Child Abuse Neglect Reporting Act Certificate
- Information Necessary for Substitute Teaching form

For more information you can contact KCSOS:
Kern County Superintendent of Schools
1300 17th St.
Bakersfield, CA 93301
661-636-4000
www.kern.org

### Seasonal Coaches

**Requirements:**
- Classified Application
- Get Safety Trained
- ID & SSN
- TB Clearance (valid within 4 years)
- Valid CFR
- High School Diploma/GED

**Fingerprints:**
- $52 exact at the District (cash only)
- $15 at KCSOS (credit and/or debit card - NO CASH)
- $67 total
- Live Scan
- Board Approval

Note: All applications need Board approval, unless they worked last season (1 year) and all requirements have been met.

### Volunteer Work

*Meets with School Principal*

**Requirements:**
- Volunteer Application
- Valid ID (must be at least 18)
- Volunteer Commitment Form
- TB Clearance (valid within 4 years)
- Megan’s Law clearance

**Fingerprints:**
(Only if volunteering more than 10 hrs. a week)
- $52 exact at the District (cash only)
- $15 at KCSOS (credit and/or debit card - NO CASH)
- $67 total
- Live Scan