

Chula Vista Elementary School District

Human Resources Services and Support

84 East "J" Street
Chula Vista, CA 91910
(619) 425-9600



SUBSTITUTE HANDBOOK

School Map
Directions to Schools
School Calendar
Substitute Salary Schedule
Substitute Pay Dates
Abbreviations

SubDesk
(619) 425-9062
ESSC.SubDesk@cvesd.org

Frontline Absence Management (Aesop)
(800) 942-3767

To access Aesop Online go to:
<http://www.aesoponline.com>

(Revised 7/16/2021)

BOARD OF EDUCATION

Kate Bishop • Leslie Ray Bunker • Francisco Tamayo
Lucy Ugarte

SUPERINTENDENT

Francisco Escobedo, Ed.D.

EQUAL OPPORTUNITY EMPLOYER

The Chula Vista Elementary School District is committed to providing equal educational contracting and employment opportunity to all in strict compliance with all applicable State and Federal laws and regulations. The District's programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics. (CVESD Board Policy 0410.) The District office that monitors compliance is the Human Resource Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone (619) 425-9600, Ext 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resource Office.

DISTRICT ADMINISTRATION

Francisco Escobedo, Ed.D.
Superintendent

Jason Romero
Assistant Superintendent
Human Resources Services & Support

Oscar Esquivel
Deputy Superintendent

Matthew Tessier
Assistant Superintendent
Innovation and Instruction

IMPORTANT REMINDERS:

- As a substitute, you must have a **JOB NUMBER** before you report to the site. It is important you check every day, before reporting to a school site that you still have a job for that day.
- Frontline is your PAYROLL system. NOT RAPTOR (school security system)
- Certificated Substitutes: YOU ARE RESPONSIBLE FOR EMAILING YOUR UPDATED CREDENTIAL TO THE SUBDESK EMAIL (essc.subdesk@cvesd.org) ONCE IT HAS EXPIRED. We do not follow up with the San Diego County to see if it has been renewed.
- DO NOT FILL OUT ANY TIME CARDS UNLESS TOLD BY THE SUBDESK. They will not be processed and you will not be paid.
- You are not allowed to work more than 8 hours a day, 40 hours in a week. NO OVERTIME.
- Be respectful to your peers. If you have any concerns, or issues please call the SubDesk. We will be more than happy to help.

SubDesk Hours: 05:30a.m. to 3:00p.m.

DIRECTIONS TO CHULA VISTA ELEMENTARY SCHOOLS

Numbers in parenthesis following the school name correspond with the school map.

ALLEN, ELLA B. (1)

479-3662

John Greenwell, Principal

4300 Allen School Lane
Bonita, CA 91902

(8:20 a.m. – 3:20 p.m.)

Interstate 5. East on “E” Street through Chula Vista, “E” Street becomes Bonita Road past Interstate 805. Continue on Bonita Road. Right on Allen School Road.

Interstate 805. East on “E” Street/Bonita Road. Right on Allen School Road.

ARROYO VISTA CHARTER (37)

656-9676

Juan C. Ricoy Principal

2491 School House Road
Chula Vista, CA 91915

(8:30 a.m. – 3:30 p.m.)

Interstate 5. East on “L” Street through Chula Vista. “L” Street becomes Telegraph Canyon Road at Interstate 805. Continue east - Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Right on Hunte Parkway. Left on Clubhouse Drive. Right on Silver Springs. Right on School House Road. Staff parking lot is the second driveway on right.

Interstate 805. Exit on Telegraph Canyon Road East. Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Right on Hunte Parkway. Left on Clubhouse Drive. Right on Silver Springs. Right on School House Road. Staff parking lot is the second driveway on right.

Interstate 125 (**Toll Road**). Take the Olympic Pkwy exit, EXIT 6. Left onto Olympic Parkway. Left onto Hunte Parkway. Right onto School House Rd.

BAYFRONT CHARTER HIGH SCHOOL

934-7000

Dr. Ryan Santos, Principal

830 Bay Boulevard
Chula Vista, CA 91911

(7:45 a.m. – 3:45 p.m.)

Interstate 5. Exit on “L” Street. Left on Industrial Blvd. Left on L Street. Right on Bay Boulevard.

Interstate 805. West on “L” Street. Right on Bay Boulevard.

CAMARENA, ENRIQUE S. (45)

591-5500

Debra McClaren, Principal

1650 Exploration Falls Drive
Chula Vista, CA 91915

(7:45 a.m. – 2:45 p.m.)

Interstate 5. East on Palomar Street. Immediately after Broadway, turn right on Orange Avenue. Orange Avenue becomes Olympic Parkway at I-805. Continue east. Right onto Exploration Falls Dr. Pass through 1 roundabout. School is located on the right.

Interstate 805. East on Olympic Parkway. Right onto Exploration Falls Dr. Pass through 1 roundabout. School is located on the right.

Interstate 125 (**Toll Road**). Take the Olympic Pkwy exit, EXIT 6. Turn left onto Olympic Parkway. Turn right onto Exploration Falls Dr. Pass through 1 roundabout. School is located on the right.

CASILLAS, JOSEPH (34)

421-7555

Nicole Walker, Principal

1130 East “J” Street
Chula Vista, CA 91910

(7:15 a.m. – 2:15 p.m.)

Interstate 5. East on “H” Street through Chula Vista; past Interstate 805. Right on Paseo Ranchero. Right on East “J” Street.

Interstate 805. Exit “H” Street East. Right on Paseo Ranchero. Right on East “J” Street.

CASTLE PARK (2)

422-5301

Alicia Flores, Principal

25 Emerson Street
Chula Vista, CA 91911

(7:35 a.m. – 2:35 p.m.)

Interstate 5. East on “L” Street. Right on Hilltop. Right on Emerson.

Interstate 805. West on “L” Street. Left on Hilltop. Right on Emerson.

CHULA VISTA HILLS (3)

482-7066

Vanessa Lerma, Principal

980 Buena Vista Way
Chula Vista, CA 91910

(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on “L” Street through Chula Vista. “L” Street becomes Telegraph Canyon Road at Interstate 805. Continue east. Left on Buena Vista Way.

Interstate 805. Exit on Telegraph Canyon Road East. Left on Buena Vista Way.

CHULA VISTA LEARNING COMMUNITY CHARTER (CVLCC) (35) 426-2885

Dr. Jorge Ramirez, Principal

590 K Street
Chula Vista, CA 91911

(7:45 a.m. – 3:15 p.m.)

Interstate 5. East on “L” Street. Left on Broadway. Right on K Street. Right into school driveway.

Interstate 805. West on “L” Street. Right on Broadway. Right on K Street. Right into school driveway.

CHULA VISTA LEARNING COMMUNITY CHARTER MIDDLE (47) 946-4200

Laura Serrano-Duran, Principal

314 Park Way
Chula Vista, CA 91910

(7:30 a.m. – 3:00 p.m.)

Interstate 5. East on “H” Street. Left on 4th Avenue. Right on Park Way.

Interstate 805. Exit “H” Street West. Turn right on 3rd Ave. Turn left on G St. Turn right on Garrett Ave. Take the 1st right onto Park Way.

CHULA VISTA LEARNING COMMUNITY CHARTER HIGH SCHOOL (28)

Alma Tessier, Principal

- Located at Silver Wing Elementary (28)

CLEAR VIEW (4)

498-3000

Ray Devore, Principal

455 Windrose Way
Chula Vista, CA 91910

(8:15 a.m. – 3:15 p.m.)

Interstate 5. East “H” Street through Chula Vista past Interstate 805. At traffic lights at Terra Nova Shopping Center, turn left on Hidden Vista Drive. Proceed to top of hill, turn left at stop sign on Windrose Way.

Interstate 805. Exit “H” Street East. At traffic light at Terra Nova Shopping Center turn left On Hidden Vista Drive. Proceed to top of hill, turn left at stop sign on Windrose Way.

COOK, HAZEL GOES (5)

422-8381

Gabriela Llamas, Principal

875 Cuyamaca Avenue
Chula Vista, CA 91911

(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on "L" Street through Chula Vista. Left on Cuyamaca.

Interstate 805. West on "L" Street. Right on Cuyamaca.

DALY ACADEMY (located at Allen School) (1)

479-3665

Joseph Prosapio, Principal

4300 Allen School Lane
Bonita, CA 91902

(7:20 a.m. – 2:20 p.m.)

Interstate 5. East on “E” Street through Chula Vista, “E” Street becomes Bonita Road past Interstate 805. Continue on Bonita Road. Right on Allen School Road. Continue right at stop sign; circle around parking lot. Daly Academy at south end of lot.

Interstate 805. East on “E” Street/Bonita Road. Right on Allen School Road. Continue right at stop sign; circle around parking lot. Daly Academy at south end of lot.

DISCOVERY CHARTER (6)

656-0797

Neil MacGaffey, Principal

1100 Camino Biscay
Chula Vista, CA 91910

(8:00 a.m. – 3:00 p.m.)

Interstate 5. East on “H” Street through Chula Vista; past Interstate 805. Left on Paseo Ranchero. Left on Rancho Del Rey Parkway. Right on Camino Biscay.

Interstate 805. East “H” Street. Left on Paseo Ranchero. Left on Rancho Del Rey Parkway. Right on Camino Biscay.

EASTLAKE (7)

421-4798

Dr. Eric Banatao, Principal

1955 Hillside Drive
Chula Vista, CA 91913

(8:00 a.m. – 3:00 p.m.)

Interstate 5. East on “H” Street through Chula Vista. Left on Eastlake Drive. Left on Hillside Drive.

Interstate 805. Exit “H” Street East. Left on Eastlake Drive. Left on Hillside Drive.

FEASTER CHARTER (8)

422-8397

FEASTER PRESCHOOL

426-6285

Francisco Velasco, Executive Director

670 Flower Street
Chula Vista, CA 91910

(7:15 a.m. – 3:00 p.m.)

Interstate 5. East on “E” Street. Left on Broadway. Left on Flower Street.

Interstate 805. West on “E” Street. Right on Broadway. Left on Flower Street.

FINNEY, MYRTLE S. (9)

690-1334

Beverly Prange, Principal

3950 Byrd Street
San Diego, CA 92154

(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on Palm Avenue (South of Chula Vista). Left on Piccard Avenue. Right on Byrd Street.

Interstate 805. West on Palm Avenue (Second Palm South of Chula Vista). Right on Piccard Avenue. Right on Byrd Street.

HALECREST (10)**421-0771**

Amber MacDonald, Principal

475 East "J" Street
Chula Vista, CA 91910**(8:15 a.m. – 3:15 p.m.)**

Interstate 5. East on "J" Street through Chula Vista.

Interstate 805. Exit "H" Street West. Left on Hilltop Drive. Left on East "J" Street.

HARBORSIDE (11)**422-8369**

Lisa Forehand, Principal

681 Naples Street
Chula Vista, CA 91911**(8:00 a.m. – 3:00 p.m.)**

Interstate 5. East on "L" Street. Right on Industrial Blvd. Left on Naples.

Interstate 805. West on "L" Street. Left on Broadway. Right on Naples Street.

HEDENKAMP, ANNE AND WILLIAM (40)**397-5828**

Gina Mazeau, Principal

930 East Palomar Street
Chula Vista, CA 91911**(8:15 a.m. – 3:15 p.m.)**

Interstate 5. East on "L" Street through Chula Vista. "L" Street becomes Telegraph Canyon Road at Interstate 805. Continue east. Right on Paseo Ladera. Left on East Palomar.

Interstate 805. Exit on Telegraph Canyon Road East. Right on Paseo Ladera. Left on East Palomar.

HERITAGE (38)**421-7080**

Ruth Diaz De Leon, Principal

1450 Santa Lucia Road
Chula Vista, CA 91913**(7:30 a.m. – 2:30 p.m.)**

Interstate 5. East on "L" Street through Chula Vista. "L" Street becomes Telegraph Canyon Road at Interstate 805. Continue east. Right on Heritage Road. Left on East Palomar Street. Left on Monarche Drive. Left on Santa Lucia Road.

Interstate 805. Telegraph Canyon Road East. Right on Heritage Road. Left on East Palomar Street. Left on Monarche Drive. Left on Santa Lucia Road.

HILLTOP DRIVE (12)

422-8323

Bill Willis, Principal

30 Murray Street
Chula Vista, CA 91910

(8:00 a.m. – 3:00 p.m.)

Interstate 5. East on “H” Street. Right on Hilltop Drive. Right on Murray Street.

Interstate 805. Exit “H” Street West. Left on Hilltop Drive. Right on Murray Street.

JUAREZ-LINCOLN (13)

690-9222

Robert Pollack, Principal

849 Twining Avenue
San Diego, CA 92154

(8:00 a.m. – 3:00 p.m.)

Interstate 5. East on Palm Avenue (South of Chula Vista). Right on Twining Avenue.

Interstate 805. West on Palm Avenue (Second Palm South of Chula Vista). Left on Twining Avenue.

KELLOGG, KARL H. (14)

420-4151

Brandi Sheppy, Principal

229 East Naples Street
Chula Vista, CA 91911

(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on “L” Street. Right on Melrose. Right on East Naples Street.

Interstate 805. West on “L” Street. Left on Melrose. Right on East Naples Street.

LAUDERBACH, J. CALVIN (15)

422-1127

Melody Belcher, Principal

390 Palomar Street
Chula Vista, CA 91911

(7:45 a.m. – 2:45 p.m.)

Interstate 5. East on Palomar Street. Left on Fourth Avenue, turn right into school parking lot.

Interstate 805. West on Orange Avenue. Right on Fourth Avenue. Located on the corner of Palomar Street and Fourth Avenue.

LEONARDO DA VINCI (LD)

Josh Stepner, Director

210 Jamul Avenue
Chula Vista, CA 91911

271-2777
(8:15 a.m. –3:15 p.m.)

Interstate 5. East on “L” Street. Right on Monserate. Left on Jamul Ave.
School is located at Bay View Baptist Church.

Interstate 805. West on “L” Street. Left on Monserate. Left on Jamul Ave.
School is located at Bay View Baptist Church.

LIBERTY (41)

Charles Grisier, Principal

397-5225

2175 Proctor Valley Rd.
Chula Vista, CA 91914

(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on “H” Street through Chula Vista. Left on Mt. Miguel Road.
Left on Proctor Valley Road.

Interstate 805. Exit “H” Street East. Left on Mt. Miguel Road. Left on Proctor
Valley Road.

Interstate 125 (**Toll Road**). Take the East H St exit, EXIT 8. Turn left onto East
H Street. Turn left onto Mt Miguel Road.

LOMA VERDE (16)

Bree Watson, Principal

420-3940

1450 Loma Lane
Chula Vista, CA 91911

(7:45 a.m. – 2:45 p.m.)

Interstate 5. East on Palomar Street. Right on Orange Avenue. Left on Loma
Lane.

Interstate 805. West on Orange Avenue. Right on Loma Lane.

LOS ALTOS (17)

Santos Gonzalez, Principal

690-5880

1332 Kenalan Drive
San Diego, CA 92154

(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on Palm Avenue (South of Chula Vista). Right on Piccard
Avenue, continue across Del Sol Blvd. The road curves to the left and becomes
Marcwade Drive. Right on Kenalan Drive.

Interstate 805. West on Palm Avenue (Second Palm South of Chula Vista). Left
on Piccard Avenue, continue across Del Sol Blvd. The road curves to the left
and becomes Marcwade Drive. Right on Kenalan Drive.

MARSHALL THURGOOD (36)

656-6252

Monica Loyce, Principal

2295 MacKenzie Creek Road
Chula Vista, CA 91914

(8:30 a.m. – 3:30 p.m.)

Interstate 5. East on “H” Street through Chula Vista, past Interstate 805. Right on Mt. Miguel Road. Mt. Miguel Road curves left into MacKenzie Creek Road.

Interstate 805. Exit on “H” Street East. Right on Mt. Miguel Road. Mt. Miguel Road curves left into MacKenzie Creek Road.

Interstate 125 (**Toll Road**). Take the East H St exit, EXIT 8. Turn left onto East H St. Turn right onto Mt Miguel Rd. Turn left onto MacKenzie Creek Rd.

McMILLIN, CORKY (39)

397-0103

Cynthia Orr, Principal

1201 Santa Cora Avenue
Chula Vista, CA 91913

(8:00 a.m. – 3:00 p.m.)

Interstate 5. East on “L” Street through Chula Vista. “L” Street becomes Telegraph Canyon Road at Interstate 805. Continue east. Right on La Media. Left on East Palomar Street. Left on Santa Cora Avenue.

Interstate 805. Telegraph Canyon Road East. Right on La Media. Left on East Palomar Street. Left on Santa Cora Avenue.

MONTGOMERY, JOHN J. (18)

422-6131

Lydia Burgos, Principal

1601 Fourth Avenue
Chula Vista, CA 91911

(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on Main Street. Left on Fourth Avenue.

Interstate 805. West on Main Street. Right on Fourth Avenue.

MUELLER CHARTER, ROBERT L. (19)

422-6192

Ryan Santos, Principal (H.S.)
Dr. Marisol Robledo, Principal (Elementary)

715 “I” Street
Chula Vista, CA 91910

(7:40 a.m. – 3:10 p.m.)

Interstate 5. East on “J” Street. Left on Colorado Street. Right on “I” Street.

Interstate 805. “H” Street West. Left on Broadway. Right on “I” Street

MURAOKA, SABURO (46)

409-6639

Erin Mahoney, Principal

1644 Santa Alexia Avenue
Chula Vista, CA 91913

(8:00 a.m. – 3:00 p.m.)

Interstate 5. Turn East onto Main St. Turn left on Hilltop. Turn right onto E Orange Ave. Continue onto Olympic Pkwy. Turn right onto Heritage Road. Turn left onto Santa Victoria Road. Go through the circle and continue on Santa Victoria. Left on Santa Alexia.

Interstate 805. Take Exit 4 for Olympic Pkwy/E Orange Ave. Turn East on Olympic Pkwy. Turn right onto Heritage Road. Turn Left onto Santa Victoria Road. Go through the circle and continue on Santa Victoria. Left on Santa Alexia.

Interstate 125. Take Exit 5 for Birch Road. Continue on Birch Road. Take Santa Diana Road to Santa Alexia Ave.

OLYMPIC VIEW (20)

656-2030

Lisa Lines, Principal

1220 South Greensview Drive
Chula Vista, CA 91915

(8:00 a.m. – 3:00 p.m.)

Interstate 5. East on “L” Street through Chula Vista. “L” Street becomes Telegraph Canyon Road at Interstate 805. Continue east - Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Right on Eastlake Parkway. Left onto Clubhouse Drive. Right on South Greensview Drive.

Interstate 805. Exit on Telegraph Canyon Road East. Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Right on Eastlake Parkway. Left onto Clubhouse Drive. Right on South Greensview Drive.

Interstate 125 (**Toll Road**). Take the Otay Lakes Road exit, EXIT 7. Turn left onto Otay Lakes Rd. Turn right onto Eastlake Parkway. Left onto Clubhouse Drive. Right on South Greensview Drive.

OTAY (21)

425-4311

Veronica Delgado, Principal

1651 Albany Avenue
Chula Vista, CA 91911

(7:30 a.m. – 2:30 p.m.)

Interstate 5. East on Main Street. Left on Albany Avenue.

Interstate 805. West on Main Street. Right on Albany Avenue.

PALOMAR (22)**420-0134**

Patricia Magana, Principal

300 East Palomar Street
Chula Vista, CA 91911**(7:45 a.m. – 2:45 p.m.)**

Interstate 5. East on Palomar Street, through Chula Vista.

Interstate 805. West on Orange Avenue. Right on Melrose Avenue. Right on East Palomar Street.

PARKVIEW (23)**421-5483**

Shawna Codrington, Principal

575 Juniper Street
Chula Vista, CA 91911**(8:20 a.m. – 3:20 p.m.)**

Interstate 5. East on Palomar Street, through Chula Vista past I-805. Right on Oleander Avenue. Left on Azalea. Left on Lilac.

Interstate 805. East on Olympic Parkway. Left on Oleander Avenue. Right on Azalea. Left on Lilac.

RICE, LILIAN J. (24)**420-7071**

Veronica Konkoly, Principal

915 Fourth Avenue
Chula Vista, CA 91911**(7:30 a.m. – 2:30 a.m.)**

Interstate 5. East on “L” Street. Right on Fourth Avenue.

Interstate 805. West on “L” Street. Left on Fourth Avenue.

ROGERS, GREG (25)**656-2082**

Janette Ridgels, Principal

510 East Naples Street
Chula Vista, CA 91911**(8:00 a.m. 3:00 p.m.)**

Interstate 5. East on “L” Street through Chula Vista. “L” Street becomes Telegraph Canyon Road at Interstate 805. Continue east. Right on Oleander Avenue. Left on East Naples Street.

Interstate 805. Exit Telegraph Canyon Road East. Right on Oleander Avenue. Left on East Naples Street.

ROHR, FRED H. (26)
Erin Williamson, Principal

420-5533

1540 Malta Avenue
Chula Vista, CA 91911

(8:00 a.m. – 3:00 p.m.)

Interstate 5. East on Palomar Street. Right on Orange Avenue. Right on Melrose Avenue. Right on Slate Street.

Interstate 805. West on Orange Avenue. Left on Melrose Avenue. Right on Slate Street.

ROSEBANK (27)
Aaron Magnan, Principal

422-8329

80 Flower Street
Chula Vista, CA 91910

(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on “E” Street. Left on First Avenue. Right on Flower Street.

Interstate 805. Exit “E” Street West. Right on Flower Street (approximately second street on the right, past the apartments). School is located at the top of the hill on the left.

SALT CREEK (42)
Chris Houck, Principal

397-5494

1055 Hunte Parkway
Chula Vista, CA 91914

(7:45 a.m. – 2:45 p.m.)

Interstate 5. East on “L” Street through Chula Vista. “L” Street becomes Telegraph Canyon Road at Interstate 805. Continue east - Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Left on Hunte Parkway. Right into school parking lot.

Interstate 805. Exit on Telegraph Canyon Road East. Telegraph Canyon Road becomes Otay Lakes Road at La Media. Continue east. Left on Hunte Parkway. Right into school parking lot.

Interstate 125 (**Toll Road**). Take the Otay Lakes Road exit, EXIT 7. Turn left onto Otay Lakes Rd. Continue east. Left on Hunte Parkway. Right into school parking lot.

SILVER WING (28)**423-3950**

Theresa Corona, Principal

3730 Arey Drive

(8:00 a.m. – 3:00 p.m.)

San Diego, CA 92154

Interstate 5. East on Palm Avenue (South of Chula Vista). Right on Piccard Avenue. Right on Arey Drive.

Interstate 805. West on Palm Avenue (Second Palm South of Chula Vista). Left on Piccard Avenue. Right on Arey Drive.

SUNNYSIDE (29)**479-0571**

Robert Cochran, Principal

5430 San Miguel Road

(7:15 a.m. – 2:15 p.m.)

Bonita, CA 91902

Interstate 5. East on "E" Street. E Street becomes Bonita Road at I-805. Continue east through Bonita, past the golf course. Drive straight, past the Sunnyside Bridge - don't turn left over the bridge. Continue straight through the light and at that point the road becomes San Miguel Road. Go one block and turn right into Sunnyside School's driveway.

Interstate 805. East on Bonita Road. Continue east through Bonita, past the golf course. Drive straight, past the Sunnyside Bridge - don't turn left over the bridge. Continue straight through the light and at that point the road becomes San Miguel Road. Go one block and turn right into Sunnyside School's driveway.

TIFFANY, BURTON C. (30)**421-6300**

Crystal Sutton, Principal

1691 Elmhurst Street

(8:15 a.m. – 3:15 p.m.)

Chula Vista, CA 91913

Interstate 5. East on "H" Street through Chula Vista, past Interstate I-805. Right on Otay Lakes Road. Left on Elmhurst Street.

Interstate 805. Exit "H" Street East. Right on Otay Lakes Road. Left on Elmhurst Street.

VALLE LINDO (31)**421-5151**

Ashley Vasquez, Principal

1515 Oleander Avenue
Chula Vista, CA 91911**(7:45 a.m. – 2:45 p.m.)**

Interstate 5. East on Palomar Street, through Chula Vista. Right on Oleander Avenue. Interstate 805. East on Olympic Parkway. Right on Oleander Avenue.

VALLEY VISTA (32)**479-7171**

Carmen Emery, Principal

3724 Valley Vista Way
Bonita, CA 91902**(7:45 a.m. – 2:45 p.m.)**

Interstate 5. East on “E” Street through Chula Vista. “E” Street becomes Bonita Road at I-805. Continue east. Left on Willow Street just past the Kaiser Building. Left on Valley Vista Way.

Interstate 805. East on Bonita Road. Left on Willow Street just past the Kaiser Building. Left on Valley Vista Way.

VETERANS (43)**216-1226**

Angela Rosendale, Principal

1550 Magdalena Avenue
Chula Vista, CA 91913**(7:30 a.m. – 2:30 p.m.)**

Interstate 5. East on “L” Street. “L” Street becomes Telegraph Canyon Road at I-805. Continue east. Right on La Media Road. Left on Santa Venetia Street. Left on Magdalena Avenue.

Interstate 805. East on Olympic Parkway. Right on La Media Road. Left on Santa Venetia Street. Left on Magdalena Avenue.

Interstate 125 (**Toll Road**). Take the Olympic Pkwy exit, EXIT 6. Turn right onto Olympic Parkway. Turn left onto East Palomar Street. If you reach La Media Rd you've gone about 0.4 miles too far. Turn right onto Magdalena Ave. School is located on the right.

VISTA SQUARE (33)**422-8374**

Marissa Allan, Principal

540 “G” Street
Chula Vista, CA 91910**(7:30 a.m. – 2:30 p.m.)**

Interstate 5. East on “H” Street. Left on Broadway. Right on “G” Street.

Interstate 805. Exit “H” Street West. Right on Fifth Avenue. Left on “G” Street.

WOLF CANYON (44)

482-8877

Mathew Shy, Principal

1950 Wolf Canyon Loop
Chula Vista, CA 91913

(8:30 a.m. – 3:30 p.m.)

Interstate 5. East on Palomar Street. Immediately after Broadway, turn right on Orange Avenue. Orange Avenue becomes Olympic Parkway at I-805. Continue east. Right on La Media. Left on Birch. Right on Magdalena Avenue. Left on Wolf Canyon Loop.

Interstate 805. East on Olympic Parkway. Right on La Media. Left on Birch. Right on Magdalena Avenue. Left on Wolf Canyon Loop.

Interstate 125 (**Toll Road**). Take the Birch Road, exit, EXIT 5. Turn right onto Birch Road. Turn left onto Magdalena Avenue. Left on Wolf Canyon Loop.

EDUCATION SERVICE & SUPPORT CENTER (DISTRICT OFFICE) 425-9600

84 East “J” Street
Chula Vista, CA 91910

(8:00 a.m. – 5:00 p.m.)

Interstate 5. East on “J” Street.

Interstate 805. Exit “H” Street West. Left on Hilltop Drive. Left on East “J” Street.

**TRANSPORTATION/MAXWELL
CORPORATE YARD (Buses)**

425-9600

1855 Maxwell Road
Chula Vista, CA 91911

Interstate 5. Exit on Main Street go through Chula Vista, past 805 toward Auto Park Drive. Left on Maxwell Road.

Interstate 805. Exit Main Street. East toward Auto Park Drive. Left on Maxwell Road.

SALARY SCHEDULE - CERTIFICATED SUBSTITUTES

Description	Day to Day	Long Term beginning on 10th day retro to first day in assignment
Sub Work (most schools) (Full day is 7 hours) (Half day is 3.5 hours)	\$200.00 per day (Effective 8/5/21 through 6/6/2022)	N/A
Extended Leave Coverage (30 days+) (determined by Human Resources)	\$283.00 per day (Effective 8/5/21 to 6/6/2022)	N/A
Chula Vista Learning Community Charter (7.5 hour day)	\$210.00 per day (Effective 8/5/21 through 6/6/21)	\$286.24 per day (Effective 8/5/21 through 6/6/21)
Mueller Charter (7.5 hour day)	\$214.28 per day (Effective 8/2/21 through 6/23)	\$303.23 per day (Effective 8/2/21 through 6/23)
Bayfront High (8.0 hour day including 30 min unpaid break)	\$214.28 per day (Effective 8/2/21 through 6/23)	\$303.23 per day (Effective 8/2/21 through 6/23)
Preschool (8.0 hour day)	\$228.57 per day	\$228.57 per day
Feaster Charter (7.75 hour day)	\$210.00 per day (Effective 8/5/21 through 6/6/22)	\$286.00 per day (Effective 8/5/21 through 6/6/22)
Summer School & ESY	\$25.28/hr	
Home-Bound Tutors	\$15.00/hr	

Note: Any time worked more than one-half day (3.5 or 4.0 hours) will be paid on a pro-rated basis effective 7/1/02

**SALARY SCHEDULE
CLASSIFIED SUBSTITUTES**

POSITION	RATE	POSITION	RATE
NOON DUTY (NOT PROCESSED THROUGH AESOP/SUBDESK-NOT COUNTED AS PART OF THE REQUIRED 1 DAY/MONTH TO REMAIN ON THE SUB LIST)	\$15.00	CHILD NUTRITION ASSISTANT	\$15.00
CLERK Clerk I Clerk II Copy Clerk Publications Support Technician Receptionist Welfare & Attendance Clerk (School)	\$15.00	BUS ATTENDANT	\$15.00
INSTRUCTIONAL ASSISTANT Instructional Assistant I & II Instructional Assistant, Computer Lab Instructional Assistant, Even Start Instructional Assistant, Preschool	\$15.00	INSTRUCTIONAL ASSISTANT SPECIAL ED Instructional Assistant I & II, Special Education Instructional Assistant, Behavioral Specialist Instructional Assistant, RSP	\$15.00
LIBRARY CLERK	\$15.00	GENERAL MAINTENANCE Custodian Delivery Driver/Storekeeper Hardware Technician I & II Groundskeeper Maintenance Plant Operator-ESSC Trades	\$18.04
STUDENT ATTENDANT SPECIAL ED Adapted Aquatics Program Specialist Rehab Equipment Technician Student Attendant	\$15.00	ACCOUNTING/PAYROLL TECHNICIAN Accounting Technician Payroll Specialist	\$15.00
SECRETARY Administrative Assistant Attendance/Health Specialist Buyer Child Nutrition Office Technician Communications Technician Confidential Technician Facilities Technician Health Clerk (Charter School) Office Assistant (Charter School) Office Manager (Charter School) Planning & Facilities Technician Pupil Service Technician Research/Evaluation Technician Switchboard Operator/Information	\$15.50	MECHANIC HELPER	\$15.50
COMPUTER SUPPORT TECH TECHNOLOGY EQUIP TECH	\$22.37	INTERPRETER-DHH	\$17.25
BUS DRIVER	\$19.81	TRAININGS CLERICAL CNS CUSTODIAN WILL BE PAID AFTER WORKING 5 JOBS WHICH REQUIRE THAT SPECIFIC TRAINING	

New pay rates are effective January 01, 2022

**PAY DATES FOR
SUBSTITUTE EMPLOYEES**

Substitutes are paid from the first of the month through the last day of the month. Pay Day is the last working day of the following month.

DATES OF SUBSTITUTE WORK	PAY DATE
July 1 – July 31, 2021	August 31, 2021
August 1 – August 31, 2021	September 30, 2021
September 1 – September 30, 2021	October 29, 2021
October 1 – October 31, 2021	November 30, 2021
November 1 – November 30, 2021	December 17, 2021
December 1 – December 31, 2021	January 31, 2022
January 1 – January 31, 2022	February 28, 2022
February 1 – February 28, 2022	March 30, 2022
March 1 – March 31, 2022	April 29, 2022
April 1 – April 30, 2022	May 31, 2022
May 1 – May 31, 2022	June 30, 2022
June 1 – June 30, 2022	July 29, 2022

ONLINE PAY STUB

Pay stub information is available online. Direct deposit pay stubs will be available **only** online. You may access your pay stub by doing the following:

~Connect to the District home page at www.cvesd.org

~Click on **Employee Self-Service – People Soft (Employees Only)**

You must have one of your pay stubs available to register. Your initial log in will be:

User ID: <EmpID> (provided on first paycheck)

Password: First 4 of YOUR LAST NAME IN CAPS + Last 4 of SSN

Features of online pay stubs:

- The direct deposit pay stub website will be available via the Internet 24 hours a day, 7 days a week.
- On payday, employees will have immediate access to their pay stubs via the Direct Deposit Employee Online Pay Stub website.

If you have any questions or concerns, please call the District Help Desk at 619-425-9600 ext. 1453.

Paid Sick Leave

Substitutes must already be scheduled for an assignment and be too sick to work on the day of the assignment. **Before the job is cancelled, be sure you write down the job confirmation #, as it is required to fill out the Sick Leave Form.** Call the SubDesk at 619-425-9062 (open 5:30am – 3:00pm) so we can remove you from the assignment and request another sub in your place.

Log on to: www.cvesd.org

Click on the **EMPLOYMENT** tab at the top

Click on **SUBSTITUTES** in the tool bar

Scroll to see Word Doc Icon for Paid Sick Leave Form



Click to open and fill out the Sick Leave Form. Print the completed form and sign it. – **it must be signed.** Bring the form to the SubDesk (walk in hours: 7:30 - 3:00) by the end of the month.

Requirements:

~Must work 30 days to qualify for paid sick leave

~Every 30 hours worked = 1 hour of available paid sick leave

~Sick leave accrual begins on the first day of employment, or July 1, 2015, whichever is later

~Minimum request is 2 hours per day

~Maximum request is 24 hours per fiscal year

Noon Duties should contact their site and inform them of their absence. Fill out the form per instructions above. Have the School Secretary attach and submit the form with your time card.

More information can be found at:
<http://www.cvesd.org/EMPLOYEES/Pages/Substitutes.aspx>

COMMON ABBREVIATIONS

Abbreviation	Description
ACCT	Accounting Dept.
B or BIL	Bilingual
CLK	Clerk
CNS	Child Nutrition Services
CT	Clerk Typist
CVLCC	Chula Vista Learning Community Charter School
DD	Delivery Driver
DHH	Deaf & Hard of Hearing
DLI	Dual Language Immersion - Spanish
ELL	English Language Learner
F/M	Feaster or Mueller (Different pay rate)
GM	General Maintenance (Custodian)
HR	Human Resources
LC	Library Clerk
LSH	Language, Speech, and Hearing
M/M	Mild to Moderate
M/S	Moderate to Severe
NSH	Non Severely Handicapped
PRE	Preschool
PT	Permit/Preschool Teacher
PTPS	Part-Time Program Support
RSP	Resource Specialist Program
SDC	Special Day Class
SH	Severely Handicapped
S 45	Secretary w/minimum typing of 45 nwpm
S 55	Secretary w/minimum typing of 55 nwpm
TK	Transitional Kindergarten