



Chula Vista Elementary School District Human Resources Services and Support Substitute Handbook

BOARD OF EDUCATION

Kate Bishop • Delia Dominguez Cervantes • Cesar T. Fernandez

Francisco Tamayo • Lucy Ugarte

SUPERINTENDENT

Eduardo Reyes, 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. Our 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.) Our 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 181340. 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 our Human Resource Office.



Chula Vista Elementary School District

Human Resources Services and Support

Important Reminders

- As a substitute, you must have a job number before you report to the site. It is important that 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 Office of Education to see if it has been renewed.
- Only fill out time cards if told by the SubDesk. They will not be processed, and you will not be paid.
- You are allowed to work up to eight hours a day, 40 hours 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 are 6 a.m. to 3:30 p.m.

District Leadership

- Eduardo Reyes, Ed.D., Superintendent
- Oscar Esquivel, Deputy Superintendent
- Jason Romero, Assistant Superintendent Human Resources Services & Support
- Sharon Casey, Assistant Superintendent of Student Services
- Jessica Morales, Area Assistant Superintendent

SubDesk Information

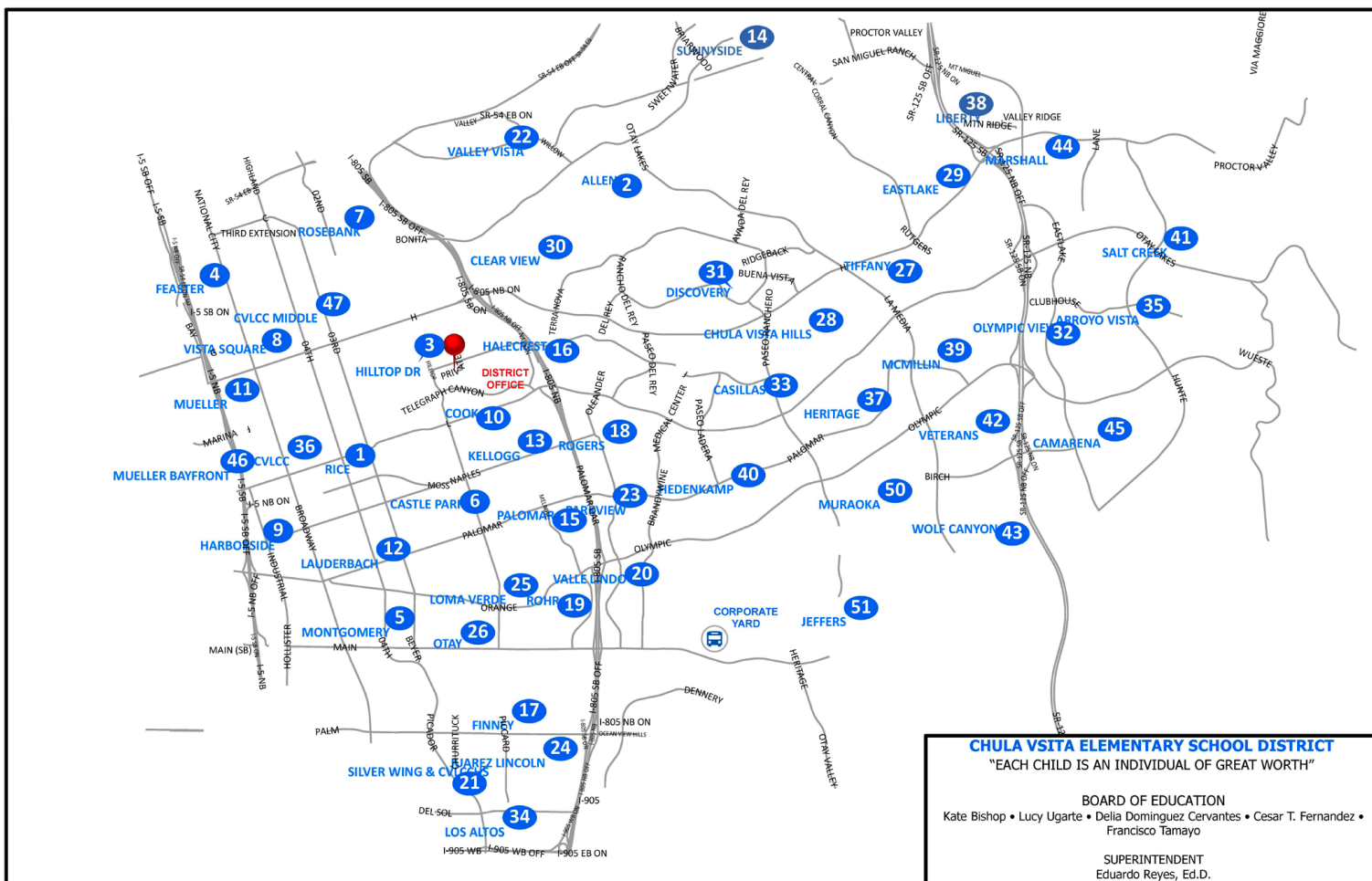
- Phone: 619-425-9600 Ext. 181350/181351 or 619-409-6634
- Email: essc.subdesk@cvesd.org
- Frontline Absence Management (Aesop): 800-942-3767 or online at frontlineeducation.com



Chula Vista Elementary School District

Human Resources Services and Support

School Map



CHULA VISTA ELEMENTARY SCHOOL DISTRICT
 "EACH CHILD IS AN INDIVIDUAL OF GREAT WORTH"

BOARD OF EDUCATION
 Kate Bishop • Lucy Ugarte • Delia Dominguez Cervantes • Cesar T. Fernandez • Francisco Tamayo

SUPERINTENDENT
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CHULA VISTA ELEMENTARY SCHOOL DISTRICT



Chula Vista Elementary School District

Human Resources Services and Support

Districtwide School Directory

ALLEN, ELLA B. 4300 ALLEN SCHOOL LANE, BONITA 91902	(2) FAX	479-3662 267-6237	HEDENKAMP, ANNE & WILLIAM 930 EAST PALOMAR STREET, CHULA VISTA 91911	(40) FAX	397-5828 397-7174	OTAY 1651 ALBANY AVENUE, CHULA VISTA	(26) FAX	425-4311 425-2018
ARROYO VISTA CHARTER 2491 SCHOOL HOUSE ROAD, CHULA VISTA 91915	(35) FAX	656-9676 656-1858	HERITAGE 1450 SANTA LUCIA ROAD, CHULA VISTA 91913	(37) FAX	421-7080 421-8525	PALOMAR 300 E PALOMAR ST., CHULA VISTA 91911	(15) FAX	420-0134 420-8416
CAMARENA, ENRIQUE S. 1650 EXPLORATION, FALL DRIVE, CHULA VISTA 91	(45) FAX	591-5500 421-5003	HILLTOP DRIVE 30 MURRAY STREET, CHULA VISTA 91910	(3) FAX	422-8323 691-1375	PARKVIEW 575 JUNIPER STREET, CHULA VISTA 91911	(23) FAX	421-5483 421-2119
CASILLAS, JOSEPH 1130 EAST J STREET, CHULA VISTA 91910	(33) FAX	421-7555 421-3008	JEFFERS, FAHARI 1145 CAMINO PRADO, CHULA VISTA 91913	(51) FAX	216-6550 397-3400	RICE, LILLIAN J. 915 FOURTH AVENUE, CHULA VISTA 91911	(1) FAX	420-7071 420-6124
CASTLE PARK 25 EMERSON STREET, CHULA VISTA 91911	(6) FAX	422-5301 422-4452	JUAREZ-LINCOLN 849 TWINING AVENUE, SAN DIEGO 92154	(24) FAX	699-9222 662-9679	ROGERS, GREG 510 E. NAPLES STREET, CHULA VISTA 91911	(18) FAX	656-2082 421-1423
CHULA VISTA HILLS 980 BUENA VISTA WAY, CHULA VISTA 91910	(28) FAX	482-7066 482-6823	KELLOGG, KARL H. 229 E. NAPLES STREET, CHULA VISTA 91911	(13) FAX	420-4151 498-1433	ROHR, FRED H. 1540 MALTA AVENUE, CHULA VISTA	(19) FAX	420-5533 476-0850
CVLCC ELEM 590 "K" STREET, CHULA VISTA. CA 91911	(36) FAX	426-2885 426-3048	LAUDERBACH, J. CALVIN 390 PALOMAR STREET, CHULA VISTA 91911	(12) FAX	422-1127 426-5875	ROSEBANK 80 FLOWER STREET, CHULA VISTA 91910	(7) FAX	422-8329 422-5014
CVLCC MIDDLE 380 THIRD AVE, CHULA VISTA 91910	(47) FAX	946-4200 946-4201	LIBERTY 2175 PROCTOR VALLEY ROAD, CHULA VISTA 919	(38) FAX	397-5225 397-2833	SALT CREEK 1055 HUNTE PARKWAY, CHULA VISTA 91914	(41) FAX	397-5494 397-4669
CVLCC HIGH 3750 AREY DRIVE, SAN DIEGO 92154	(49) FAX	423-2211 423-3007	LOMA VERDE 1450 LOMA LANE, CHULA VISTA 91911	(25) FAX	420-3940 422-2667	SILVER WING 3730 AREY DRIVE, SAN DIEGO 92154	(21) FAX	423-3950 423-7438
CLEAR VIEW 455 WINDROSE WAY, CHULA VISTA 91910	(30) FAX	498-3000 498-3007	LOS ALTOS 1332 KENANLAN DRIVE, SAN DIEGO 92154	(34) FAX	690-5880 428-4712	SUNNYSIDE 5430 SAN MIGUEL ROAD, BONITA 91902	(14) FAX	479-0571 479-7297
COOK, HAZEL GOES 875 CUYAMACA AVENUE, CHULA VISTA 91911	(10) FAX	422-8381 427-3407	MARSHALL, THURGOOD 2295 MACKENZIE CREEK RD, CHULA VISTA 91911	(44) FAX	656-6252 656-4248	TIFFANY, BURTON C. 1691 ELMHURST STREET, CHULA VISTA 91913	(27) FAX	421-6300 482-3115
DISCOVERY CHARTER 1100 CAMINO BISCAI, CHULA VISTA 91910	(31) FAX	422-2887 656-0797	MCMILLIN, CORKY 1201 SANTA CORA AVE, CHULA VISTA 91913	(39) FAX	397-0103 397-0122	VALLE LINDO 1515 OLEANDER AVENUE, CHULA VISTA 91911	(20) FAX	421-5151 421-1802
EASTLAKE 1955 HILLSIDE DRIVE, CHULA VISTA 91913	(29) FAX	656-3899 421-4798	MONTGOMERY, JOHN J. 1601 FOURTH AVENUE, CHULA VISTA 91911	(5) FAX	422-6131 426-6836	VALLEY VISTA 3724 VALLEY VISTA WAY, BONITA 91902	(22) FAX	479-7171 479-7024
FEASTER CHARTER, MAE L. 1955 HILLSIDE DRIVE, CHULA VISTA 91913	(4) FAX	421-4516 422-8397	MUELLER, ROBERT L CHARTER 715 I STREET, CHULA VISTA 91910	(11) FAX	422-6192 422-0356	VETERANS 1550 MAGDALENA AVENUE, CHULA VISTA 91911	(42) FAX	216-1226 216-9226
FINNEY, MYRTLE S. 3950 BYRD STREET, SAN DIEGO 92154	(17) FAX	421-4516 690-1334	MUELLER, BAYFRONT CHARTER 830 BAY BLVD, CHULA VISTA 91911	(46) FAX	934-7000 934-7001	VISTA SQUARE 540 G STREET, CHULA VISTA 91910	(8) FAX	422-8374 691-1086
HALECREST 475 EAST J STREET, CHULA VISTA 91910	(16) FAX	428-4138 421-0771	MURAOKA, SABURO 1644 SANTA ALEXIA AVE., CHULA VISTA 91913	(50) FAX	216-5599 216-3377	WOLF CANYON 1950 WOLF CANYON LOOP, CHULA VISTA 91911	(43) FAX	482-8877 482-7766
HARBORSIDE 681 NAPLES STREET, CHULA VISTA 91911	(9) FAX	421-8746 422-8369 422-7361	OLYMPIC VIEW 1220 S. GREENSVIEW DR., CHULA VISTA 91915	(32) FAX	656-2030 656-8752			



Chula Vista Elementary School District

Human Resources Services and Support

2023-24 School Calendar



Chula Vista Elementary School District 2023-2024 School Year-Round Calendar

JULY 2023							Days Worked per month					
S	M	T	W	T	F	S	7/1	Fiscal Year begins	180-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
						1	7/4	Legal Holiday – Independence Day				
2	3	4	5	6	7	8	7/6	First Day for 200-day Employees/Principals & APs Report				
9	10	11	12	13	14	15	7/14	First Day for 186-day CNS II & III				
16	17	18	19	20	21	22	7/17 – 7/18	Teacher Preparation Days				
23	24	25	26	27	28	29	7/19	Students Report to School – Minimum Day				
30	31							End of first school month, 9 days taught + 2 teacher workdays	9	12	11	18
AUGUST 2023							Days Worked per month					
S	M	T	W	T	F	S			180 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
			1	2	3	4						
6	7	8	9	10	11	12						
13	14	15	16	17	18	19						
20	21	22	23	24	25	26						
27	28	29	30	31				End of second school month, 23 days taught	23	23	23	23
SEPTEMBER 2023							Days Worked per month					
S	M	T	W	T	F	S			180 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
						1						
3	4	5	6	7	8	9						
10	11	12	13	14	15	16	9/4	Legal Holiday – Labor Day				
17	18	19	20	21	22	23	9/14 – 9/21	Parent/Teacher Conferences – Minimum Days				
24	25	26	27	28	29	30	9/25 – 9/29	Fall Break				
								End of third school month, 15 days taught	15	15	15	15
OCTOBER 2023							Days Worked per month					
S	M	T	W	T	F	S			180 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
1	2	3	4	5	6	7	10/2 – 10/6	Fall Break				
8	9	10	11	12	13	14	10/9	Teacher Preparation Day				
15	16	17	18	19	20	21	10/10	School Resumes – Students Report – Minimum Day				
22	23	24	25	26	27	28						
29	30	31						End of fourth school month, 16 days taught + 1 teacher workday	16	17	17	17
NOVEMBER 2023							Days Worked per month					
S	M	T	W	T	F	S			180 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
			1	2	3	4						
5	6	7	8	9	10	11	11/10	Legal Holiday – Veterans Day				
12	13	14	15	16	17	18	11/20 – 24	Thanksgiving Week Break				
19	20	21	22	23	24	25	11/23	Legal Holiday – Thanksgiving Day				
26	27	28	29	30			11/24	In Lieu of Holiday – CA Admission Day				
								End of fifth school month, 16 days taught	16	16	16	16
DECEMBER 2023							Days Worked per month					
S	M	T	W	T	F	S			180 Days Classified	186 Days CNS II & III	185 Days Cert. Staff	200 Days School Staff
					1	2						
3	4	5	6	7	8	9	12/18 – 1/8	Winter Break				
10	11	12	13	14	15	16	12/22	Declared Holiday				
17	18	19	20	21	22	23	12/25	Legal Holiday				
24	25	26	27	28	29	30	12/29	Declared Holiday				
31								End of sixth school month, 11 days taught	11	11	11	11

LEGEND: SCHOOL DAYS (180) MINIMUM DAYS (50) TEACHER PREP DAYS (5) BREAKS LEGAL HOLIDAYS
 Approved 12/14/22
 Revised 04/12/23



Chula Vista Elementary School District

Human Resources Services and Support

2023-24 School Calendar



Chula Vista Elementary School District 2023-2024 School Year-Round Calendar

JANUARY 2024							Days Worked per month
S	M	T	W	T	F	S	
	1	2	3	4	5	6	1/1 Legal Holiday – New Year’s Day
7	8	9	10	11	12	13	1/8 200-day Employees/Principals & APs Report
14	15	16	17	18	19	20	1/9 Teacher Preparation Day
21	22	23	24	25	26	27	1/10 School Resumes – Students Report – Minimum Day
28	29	30	31				1/15 Legal Holiday – Dr. Martin Luther King Jr. Day
End of seventh school month, 15 days taught + 1 teacher workdays							15 16 16 17
FEBRUARY 2024							Days Worked per month
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	2/16 Legal Holiday – Lincoln Holiday (observed)
18	19	20	21	22	23	24	2/19 Legal Holiday – Washington Day
25	26	27	28	29			
End of eighth school month, 19 days taught							19 19 19 19
MARCH 2024							Days Worked per month
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	3/7 – 3/14 Parent/Teacher Conferences - Minimum Days
17	18	19	20	21	22	23	3/18 – 29 Spring Break
24	25	26	27	28	29	30	3/29 Declared Holiday
31							
End of ninth school month, 11 days taught							11 11 11 11
APRIL 2024							Days Worked per month
S	M	T	W	T	F	S	
	1	2	3	4	5	6	4/1 Declared Holiday – Cesar Chavez Day
7	8	9	10	11	12	13	4/2 School Resumes – Students Report – Minimum Day
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					
End of tenth school month, 21 days taught							21 21 21 21
MAY 2024							Days Worked per month
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	5/24 Declared Holiday
26	27	28	29	30	31		5/27 Legal Holiday – Memorial Day
End of eleventh school month, 21 days taught							21 21 21 21
JUNE 2024							Days Worked per month
S	M	T	W	T	F	S	
						1	6/5 End of School Year for Students-180 Days Taught-Minimum Day
						2	6/6 Last day for 185-Day Certificated Staff-Teacher Prep Day
						3	6/6 Last day for 186-day CNS II & III
2	3	4	5	6	7	8	6/17 Last day for 200-day Employees
9	10	11	12	13	14	15	6/19 Legal Holiday - Juneteeth
16	17	18	19	20	21	22	6/25 Last day for Associate Principals 205-day
23	24	25	26	27	28	29	6/27 Last day for Principals 207-day
30							6/30 Fiscal Year Ends
End of twelfth school month, 3 days taught + teacher work day							3 4 4 11

LEGEND: **SCHOOL DAYS** (180) **MINIMUM DAYS** (50) **TEACHER PREP DAYS** (5) **BREAKS** **LEGAL HOLIDAYS**
 Approved 12/14/22
 Revised 04/12/23



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

For your convenience below are directions to our school sites. Numbers in parentheses following the school name correspond with the school map.

Allen, Ella B. (1)

John Greenwell, Principal
4300 Allen School Lane
Bonita, CA 91902

619-479-3662
(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)

Mary Margaret Landers, Principal
2491 School House Road
Chula Vista, CA 91915

619-656-9676
(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. The staff parking lot is the second driveway on the 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. The staff parking lot is the second driveway on the right.

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

Bayfront Charter High School

Ryan Santos, Ed.D., Principal
830 Bay Boulevard
Chula Vista, CA 91911

619-934-7000
(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)

Jason Soileau, Principal
1650 Exploration Falls Drive
Chula Vista, CA 91915

619-591-5500
(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. and pass through one roundabout. The school is located on the right.

Interstate 805. East on Olympic Parkway. Right onto Exploration Falls Dr. and pass through one roundabout. The school is on the right.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Casillas, Joseph (34)

Nicole Walker, Ed.D., Principal
1130 East J Street
Chula Vista, CA 91910

619-421-7555
(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)

Alicia Flores, Principal
25 Emerson Street
Chula Vista, CA 91911

619-422-5301
(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)

Aaron Magnan, Principal
980 Buena Vista Way
Chula Vista, CA 91910

619-482-7066
(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 (35)

Daniza Montero, Charter Director
590 K Street
Chula Vista, CA 91911

619-426-2885
(7:45 a.m. – 3:15 p.m.)

Interstate 5. East on L Street. Left on Broadway. Right on K Street. Right into the school.

Interstate 805. West on L Street. Right on Broadway. Right on K Street. Right into the school.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Chula Vista Learning Community Charter Middle (47)

Laura Serrano-Duran, Charter Director
314 Park Way
Chula Vista, CA 91910

619-946-4200
(7:30 a.m. – 3 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 first right onto Park Way.

Chula Vista Learning Community Charter High School (28)

Alma Tessier, Charter Principal
Located at Silver Wing Elementary (28)

Clear View (4)

Ray Devore, Principal
455 Windrose Way
Chula Vista, CA 91910

619-498-3000
(8:15 a.m. – 3:15 p.m.)

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

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

Cook, Hazel Goes (5)

Martha-Irene Garza, Principal
875 Cuyamaca Avenue
Chula Vista, CA 91911

619-422-8381
(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.

Discovery Charter (6)

Neil MacGaffey, Executive Director
1100 Camino Biscay
Chula Vista, CA 91910

619-656-0797
(8 a.m. – 3 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.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Eastlake (7)

Cynthia Orr, Principal
1955 Hillside Drive
Chula Vista, CA 91913

619-421-4798
(8 a.m. – 3 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.

Fahari L. Jeffers (51)

Shawna Codrington, Ed.D., Principal
1145 Camino Prado
Chula Vista, CA 91913

619-216-6550
(8:15 a.m. – 2:45 p.m.)

Interstate 5. East on Main Street. Left on Heritage Road. Right on Avenida Escaya. Left on Camino Prado.

Interstate 805. East on Main Street. Left on Heritage Road. Right on Avenida Escaya. Left on Camino Prado.

Feaster Charter (8)

Rosario Villareal, Executive Director
670 Flower Street
Chula Vista, CA 91910

619-422-8397
TK-6 (8 a.m. – 2:30 p.m.)
7-8 (8 a.m. – 2:45 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)

Beverly Prange, Ed.D. Principal
3950 Byrd Street
San Diego, CA 92154

619-690-1334
(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.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Halecrest (10)

Amber MacDonald, Principal
475 East J Street
Chula Vista, CA 91910

619-421-0771
(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)

Vanessa Lerma, Ed.D., Principal
681 Naples Street
Chula Vista, CA 91911

619-422-8369
(8 a.m. – 3 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)

Erin Williamson, Principal
930 East Palomar Street
Chula Vista, CA 91911

619-397-5828
(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)

Daniel Romo, Principal
1450 Santa Lucia Road
Chula Vista, CA 91913

619-421-7080
(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.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Hilltop Drive (12)

Charles Grisier, Ed.D., Principal
30 Murray Street
Chula Vista, CA 91910

619-422-8323
(8 a.m. – 3 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)

Robert Pollack, Principal
849 Twining Avenue
San Diego, CA 92154

619-690-9222
(8 a.m. – 3 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)

Luis Aparicio, Principal
229 East Naples Street
Chula Vista, CA 91911

619-420-4151
(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)

Lydia Burgos, Ed.D., Principal
390 Palomar Street
Chula Vista, CA 91911

619-422-1127
(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)

Courtney Cox, Director
210 Jamul Avenue
Chula Vista, CA 91911

619-271-2777
(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.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to school sites

Liberty (41)

Nicole Dougherty, Principal
2175 Proctor Valley Rd.
Chula Vista, CA 91914

619-397-5225
(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
1450 Loma Lane
Chula Vista, CA 91911

619-420-3940
(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)

Maria Canales, Ed.D., Principal
1332 Kenalan Drive
San Diego, CA 92154

619-690-5880
(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 to Del Sol Blvd. The road curves and becomes Marcwade Drive. Right on Kenalan Drive.

Marshall Thurgood (36)

Ricardo J. Cooke, Ed.D., Principal
2295 MacKenzie Creek Road
Chula Vista, CA 91914

619-656-6252
(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 Street exit, exit 8. Turn left onto East H St. Turn right onto Mt Miguel Rd. Turn left onto MacKenzie Creek Road.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

McMillin, Corky (39)

Savannah Sturges, Ed.D., Principal
1201 Santa Cora Avenue
Chula Vista, CA 91913

619-397-0103
(8 a.m. – 3 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)

Felicitas Rayray, Principal
1601 Fourth Avenue
Chula Vista, CA 91911

619-422-6131
(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)

Maureen DeLuca, Ed.D., Executive Director
715 I Street
Chula Vista, CA 91910

619-422-6192
(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)

Veronica Konkoly, Principal
1644 Santa Alexia Avenue
Chula Vista, CA 91913

619-409-6639
(8 a.m. – 3 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 (Toll Road). Take exit 5 for Birch Road. Continue on Birch Road. Take Santa Diana Road to Santa Alexia Ave.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Olympic View (20)

Lisa Lines, Principal
1220 South Greensview
Drive Chula Vista, CA 91915

619-656-2030
(8 a.m. – 3 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)

(Open)
1651 Albany Avenue
Chula Vista, CA 91911

619-425-4311
(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)

Patricia Magana, Ed.D., Principal
300 East Palomar Street
Chula Vista, CA 91911

619-420-0134
(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)

Veronica Valdivia, Principal
575 Juniper Street
Chula Vista, CA 91911

619-421-5483
(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.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to school sites

Rice, Lilian J. (24)

Veronica Delgado, Principal
915 Fourth Avenue
Chula Vista, CA 91911

619-420-7071
(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)

Janette Ridgels, Principal
510 East Naples Street
Chula Vista, CA 91911

619-656-2082
(8 a.m. – 3 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)

Mayra Reyes, Principal
1540 Malta Avenue
Chula Vista, CA 91911

619-420-5533
(8 a.m. – 3 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)

Teresa Echanove-Merghart, Principal
80 Flower Street
Chula Vista, CA 91910

619-422-8329
(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). The school is located at the top of the hill on the left.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to school sites

Salt Creek (42)

Gloria Montano-Velarde, Principal
1055 Hunte Parkway
Chula Vista, CA 91914

619-397-5494
(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)

M. Theresa Corona, Principal
3730 Arey Drive
San Diego, CA 92154

619-423-3950
(8 a.m. – 3 p.m.)

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)

Delia Arancibia, Principal
5430 San Miguel Road
Bonita, CA 91902

619-479-0571
(7:15 a.m. – 2:15 p.m.)

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.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Tiffany, Burton C. (30)

Crystal Sutton, Ed.D., Principal
1691 Elmhurst Street
Chula Vista, CA 91913

619-421-6300
(8:15 a.m. – 3:15 p.m.)

Interstate 5. East on H Street. 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)

Ashley Vasquez, Principal
1515 Oleander Avenue
Chula Vista, CA 91911

619-421-5151
(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)

Araceli Ibarra Roman, Principal
3724 Valley Vista Way
Bonita, CA 91902

619-479-7171
(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)

Erika Gregg, Principal
1550 Magdalena Avenue
Chula Vista, CA 91913

619-216-1226
(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 Parkway exit, exit 6. Turn right onto Olympic Parkway. Turn left onto East Palomar Street. Turn right onto Magdalena Ave. School is located on the right.



Chula Vista Elementary School District

Human Resources Services and Support

Directions to School Sites

Vista Square (33)

Ruth Diaz de Leon, Principal
540 G Street
Chula Vista, CA 91910

619-422-8374
(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)

Casey Lange, Principal
1950 Wolf Canyon Loop
Chula Vista, CA 91913

619-482-8877
(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)

84 East J Street
Chula Vista, CA 91910

619-425-9600
(7:30 a.m. – 4:30 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)

Maxwell Road
Chula Vista, CA 91911

619-425-9600 Ext. 181855

Interstate 5. Exit on Main Street, past 805, toward Auto Park Drive. Left on Maxwell Road.
Interstate 805. Exit Main Street. East toward Auto Park Drive. Left on Maxwell Road.



Chula Vista Elementary School District

Human Resources Services and Support

Salary Schedule - Certificated Substitutes

Position	Rate	Long term beginning on 31st day retro to first day in assignment (ET)
Subwork: Teachers, counselors, and social workers (most schools) (Full day is seven hours) (Half day is 3.5 hours)	\$200.00 per day (Effective 07/19/23 - 6/6/24)	N/A
Extended Leave Coverage – Clear Credential Necessary (30 days+)	\$283.00 per day (Effective 7/19/23 - 6/6/24)	N/A
Chula Vista Learning Community Charter (7.5 hour day)	\$302.20 (Effective 7/19/23 - 6/6/24)	N/A
Mueller Charter (7.5 hour day)	\$214.28 per day (Effective 7/19/23 - 6/6/24)	\$303.23 per day (Effective 7/19/23 - 6/6/24)
Bayfront High (8 hour day including 30 min unpaid break)	\$214.28 per day (Effective 7/19/23 - 6/6/24)	\$303.23 per day (Effective 7/19/23 - 6/6/24)
Preschool (8 hour day)	\$228.57 per day	\$228.57 per day
Feaster Charter (7.75 hour day)	\$212.42 per day (Effective 7/19/23 - 6/6/24)	\$289.29 per day (Effective 7/19/23 - 6/6/24)
Summer School & ESY	\$25.28/hr	N/A
Psychologist	\$461.04 per day	N/A

Note: Any time worked more than one-half day (3.5 or 4 hours) will be paid on a pro-rated basis effective 7/1/02.



Chula Vista Elementary School District

Human Resources Services and Support

Salary Schedule - Classified Substitutes

Description	Rate
Noon Duty (SubDesk is not counted as part of required one day/month to remain on the sub list)	\$15.50
Clerk Clerk I Clerk II Copy Clerk Publications Support Technician Receptionist Welfare & Attendance Clerk (School)	\$15.50
Instruction Assistant Instructional Assistant I & II Instructional Assistant, Computer Lab Instructional Assistant, Even Start Instructional Assistant, Preschool	\$15.50
Library Clerk	\$15.50
Student Attendant Special Ed Adapted Aquatics Program Specialist Rehab Equipment Technician Student Attendant	\$15.50
Secretary Administrative Assistant Attendance/Health Specialist Buyer Child Nutrition Office Technician Communications Technician Confidential Technician Facilities Technician Health Clerk (Charter School) Office Manager (Charter School) Planning & Facilities Technician Pupil Service Technician Research/Evaluation Technician Switchboard Operator/Information	\$15.50



Chula Vista Elementary School District

Human Resources Services and Support

Salary Schedule - Classified Substitutes

Description	Rate
Computer Support Tech and Technology Equipment Tech	\$23.61
Bus Driver	\$20.92
Child Nutrition Assistant	\$15.50
Instructional Assistant Special Education Instructional Assistant I & II, Special Education Instructional Assistant, Behavioral Specialist Instructional Assistant, RSP	\$15.50
General Maintenance Custodian Delivery Driver/Storekeeper Hardware Technician I & II Groundskeeper Maintenance Plant Operator-ESSC Trades	\$15.50
Mechanic Helper	\$15.50
Interpreter-DHH	\$17.25
Accounting/Payroll Technician Accounting Technician Payroll Specialist	\$15.50
Trainings Clerical CNS Custodian * Will be paid after working 10 jobs that require specific training	N/A

Note: New pay rates are effective January 1, 2023.



Chula Vista Elementary School District

Human Resources Services and Support

Pay Dates - Substitute Employees

Dates of Work	Pay Date
July 1 – July 31, 2023	August 31, 2023
August 1 – August 31, 2023	September 29, 2023
September 1 – September 30, 2023	October 31, 2023
October 1 – October 31, 2023	November 30, 2023
November 1 – November 30, 2023	December 21, 2023
December 1 – December 31, 2023	January 31, 2024
January 1 – January 31, 2024	February 29, 2024
February 1 – February 29, 2024	March 29, 2024
March 1 – March 31, 2024	April 30, 2024
April 1 – April 30, 2024	May 31, 2024
May 1 – May 31, 2024	June 28, 2024
June 1 – June 30, 2024	July 31, 2024

Note: Substitutes are paid from the first to the last day of the month. Pay day is the last working day of the following month.



Chula Vista Elementary School District

Human Resources Services and Support

Online Pay Stub

Pay stub information is conveniently accessible online. For employees who receive their pay through direct deposit, pay stubs will only be available online. To access your pay stub, simply visit our intranet which can be found on our website at cvesd.org and click on the PeopleSoft employee self-service link (exclusive to employees).

The direct deposit pay stub website will be accessible through the intranet at all times, 24 hours a day, seven days a week. This means that employees can conveniently view their pay stubs online on the day of payday. The direct deposit employee online pay stub website ensures immediate access to your pay stub information. For any further assistance or inquiries regarding accessing your pay stubs online, please don't hesitate to reach out.

To Register:

- You must have one of your pay stubs available to register
- User ID: <empid> (provided on your first pay stub)
- Password: First four of your last name in caps + last four of social security number

Paid Sick Leave

To request paid sick leave, please ensure the substitute has already been scheduled for the assignment and is unable to work due to illness on the day of the assignment. Before canceling the job, please make note of the job confirmation number, as it will be required to complete the sick leave form. To remove yourself from the assignment and request a replacement substitute, kindly contact the SubDesk at 619-409-6634. The SubDesk is available from 6 a.m. to 3 p.m.

Instructions:

- Log on to cvesd.org
- Click on the employment tab at the top
- Click on substitutes in the toolbar
- Scroll to click on paid sick leave request form
- Print the completed form and sign it
- Bring form to SubDesk by the end of the month (walk-in hours are 7:30 a.m. to 3 p.m.)

Requirements:

- Must work 30 days to qualify for paid sick leave
- Every 30 hours worked is equal to one hour of available paid sick leave
- Sick leave accrual begins on the first day of employment, or July 1, 2023, whichever is later
- The minimum request is two hours per day
- The 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 the instructions above and have the School Secretary attach and submit the form with your time card.



Chula Vista Elementary School District

Human Resources Services and Support

Common Abbreviations

Abbreviation	Description
ACCT	Accounting Department
B or BIL	Bilingual
CLK	Clerk
CNS	Child Nutrition Services
CT	Clerk Typist
CVLCC	Chula Vista Learning Community Charter
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