

CENTERVILLE CITY SCHOOLS

111 Virginia Avenue

Centerville, OH 45458

433-8841

www.centerville.k12.oh.us

REQUIREMENTS TO BE A SUBSTITUTE TEACHER*

- 1) Go to <https://www.applitrack.com/dayton/onlineapp/>. Click on 'By District >> All Jobs' on left side. Click on 'Centerville City Schools'. Click on 'Substitute'. On next screen, click on 'APPLY' in red box on right side and complete.
- 2) You will have to obtain your official college transcripts showing your bachelor's degree. CCS will keep your official transcripts.
- 3) You must have a valid OH teaching certificate/license or apply for a Substitute Teaching license through the Ohio Department of Education's website. (instructions are on our website)
- 4) Both BCI and FBI fingerprints are required**. Make your check or money order for \$48.00 (\$22 for BCI & \$26 for FBI) payable to Centerville City Schools.
***We will accept copies of the BCI/FBI reports if they were done within one year.*
- 5) You are required to attend a substitute teacher training class. Check our website for the next class offering. You don't need to bring any paperwork to this class.
- 6) Available after the training class will be a packet of new hire forms, e.g.,
 - a) I-9 (will need 2 ID's to copy - driver's license, SS card, birth certificate, US passport)
 - b) STRS enrollment (also SERS enrollment if working classified positions)
 - c) Federal, state, city tax forms, direct deposit
- 7) *A substitute teacher may choose to also sub as an aide. No additional licenses/permits are required other than a valid Ohio teaching certificate/license or substitute teaching license and SERS enrollment.

The week following the training class is when you will be scheduling a 20 minute appointment to meet with Mary Harrison at the Board of Education, 111 Virginia Avenue, Centerville, 45458, to turn in all completed paperwork. Fingerprinting (if needed) will be done at this appointment.

BE CERTAIN YOU HAVE COMPLETED #1, #2 and ALL WITHHOLDING FORMS before your appointment.

If you have any questions, call Mary Harrison, 433-8841, x2001.
mary.harrison@centerville.k12.oh.us.