

LICKING COUNTY EDUCATIONAL SERVICE CENTER
145 North Quentin Road, Newark, OH 43055
740.349.6084

Substitute Teaching

Thank you for being interested in working as a substitute teacher in the Licking County Schools. You are an important resource for us as we provide for continued student progress when teachers have to be absent from the classroom.

To be considered for a substitute teaching position within the school districts we service you will need to:

- Start the process by completing and submitting the Licking County Educational Service Center's **Substitute Teacher Application**.
 - Selection of schools is included on the application. Inquiries concerning districts not listed should be made to their administrative offices.
- Return a signed **Request for Criminal Record Check Form**.
- Apply for and/or submit a hard **copy of your current Ohio Substitute, Resident Educator or Teaching License/Certificate**.
 - Applicants applying for or renewing a license/certificate can do so by visiting (ODE) online at <http://education.ohio.gov/Topics/Teaching/Educator-Licensure>. Please select our organization as your eSigner by entering our IRN #047977. You will receive e/mail confirmation once your license/certificate is issued. It is your responsibility to print a copy and submit it to our office. For complications with your SAFE account, you can contact the Ohio Department of Education, Office of Educator Licensure at 614-466-3593.
- Submit a copy of your **BCI and FBI Background Checks**.
 - We require a current *criminal background check* (BCI) and a *federal background check* (FBI) for all employees. The background check can be no more than 365 days old from the date you are hired and must of have been completed for the purpose of school employment. Background checks can be completed in our office for a fee. Please call for details and/or an appointment.
- Attend an in person **or** online substitute training workshop and provide a **Certificate of Completion**. You are exempt from this requirement **if** you have a degree in education or have held an ODE issued license with documented experience teaching in a K-12 public school system.
 - Previous substitute teaching experience in an Ohio K-12 public school system qualifies for the training exemption.
 - The online course is offered through the OCST and information can be found by going to their website at http://www.pickawayesc.org/ocst_Training.aspx.
- Applicants wishing to substitute teach at Flying Colors Preschool will also need to return a completed **Medical Statement** from their physician before being placed in any preschool assignment.

It is your responsibility to complete and return all of the items listed above before being placed on an active substitute list. New lists are given to the districts each month following our regular board meetings. Each district will contract your services as needed. Each district has their own policy regarding payroll and substitute calling. To inquire about pay rates, contracts and AESOP, you will need to contact their district offices directly.

Please contact Laura Cunningham at (740) 349-6087 or e/mail her at lcunningham@laca.org if you have additional questions or wish to follow up on your application. Thank you for your interest!