

# New Substitute Teacher Assistant/Aide Applicant Instructions

## Step-by-Step Instructions for NEW Substitute Teacher Assistant/Aide Applicants for the 2019-20 School Year

Please read thoroughly and follow each step to be eligible to sub as a teacher assistant or aide at Lake Local Schools.

Lake Local Schools requires substitute teacher assistants/aides to be highly qualified and hold an Educational Aide Permit with ESEA Endorsement. [Click here](#) to learn how to become ESEA endorsed.

### STEP 1: "NEW Substitute Teacher Assistant/Aide" Application through Applicant Tracking

- This application is **required to be completed and updated annually for your name to be placed on the list making you eligible for substitute work.**
- [Click here to access Applicant Tracking.](#)
- Create a username and password and complete the application for "**Job Title: NEW Substitute Teacher Assistant/Aide.**" (Be sure to remember your username and password so you can easily update your personal information and preferences in future years.)
- Attach to this application a copy of your high school diploma or college transcripts.
- If applicable, also attach your valid Ohio Educational Aide Permit or substitute teaching license.

### STEP 2: Transcripts/Diploma

- Copy of high school diploma or official college transcript is required.
- All uploaded transcripts should be legible, in PDF format (no JPG) and include the registrar's signature. When scanning a multi-page transcript, create ONE document file that includes ALL pages (front/back, including key/legend). One PDF document per college transcript.
- NOTE: If needed, our office can scan your official transcript into PDF format for you.

### STEP 3: Fingerprinting/Background Check (BCI/FBI)

- A background check is required for ODE licensure and to substitute with Stark County Schools.
- Stark County ESC offers fingerprinting services by appointment only for \$53. [Click here to schedule an appointment.](#)
- If you have had fingerprinting/background check completed within the last 365 days AND electronically sent to ODE for licensure, *paper copies* of those will be accepted, but **we must have a copy.**

### STEP 4: Licensure issued by Ohio Department of Education (ODE)

- An Educational Aide Permit OR a substitute teaching license is only required if you do not hold a valid standard teaching license issued by Ohio Department of Education.

- After your Applicant Tracking application is submitted along with diploma or transcript, you may apply for your permit through ODE. You must use Lake Local Schools **IRN # 049866** for the “valid in” organization and for the superintendent’s electronic signature on the application.
- For complete information on applying for your permit, please visit the webpage at [ODE](#)

**After the above steps are completed and reviewed, you will be contacted either for additional information or you will receive confirmation and sub management information.**

For more information, contact:

Lisa Hershberger

Email: [hershbergerlisa@lakelocal.org](mailto:hershbergerlisa@lakelocal.org)

PH: 330-877-9383

Monday – Friday 7:00 a.m. – 3:30 p.m.