



Centerville City Schools

Human Resources – Substitute Teacher Requirements & Checklist

If you have a Bachelor's Degree and pass both BCI and FBI fingerprinting, you can become a substitute teacher for the Centerville City Schools. Please follow these instructions to enroll:

1. Register here for a Substitute Teacher training session:
<https://www.centerville.k12.oh.us/departments/human-resources/substitute>
2. Complete the online application at the Dayton Consortium:
 - a. Go to <https://www.applitrack.com/dayton/onlineapp>
 - b. Select "Locations" from the left side of the screen, then "Centerville City Schools."
 - c. Scroll to "Substitute Teachers" and click the red box "Apply." A new window will open.
 - d. Follow the onscreen instructions.
 - e. Note: The application is only active for 60 days.
3. Attend the Substitute Teacher training session. Following the session, you will receive a new hire packet with the following forms to complete:
 - a. I-9 form (see 5c for required documents)
 - b. STRS enrollment form (also SERS enrollment if also working as a classified employee**)
 - c. Payroll withholding tax forms for federal, state and city
 - d. Direct deposit form
4. You must have a valid Ohio teaching certificate/license or apply for a Substitute Teaching license from the Ohio Department of Education at: <http://education.ohio.gov/Topics/Teaching/Licensure/Audiences/Substitute-Licensure>
 - a. Click here for [directions on how to apply](#) for a new Substitute Teaching license.
 - b. The cost is \$25 for a one-year license, \$125 for a five-year license.
5. After the training class, there is a signup sheet to schedule an appointment time to meet with Mary Harrison (mary.harrison@centerville.k12.oh.us) to finalize employment and payroll paperwork. Fingerprinting (if needed) will be done at this appointment.
 - a. Obtain and bring your official college transcripts showing your bachelor's degree. CCS will keep your official transcripts. **Please note, Ohio University's transcripts have to be hard copies, not e-scripts.* If your college/university only provides electronic transcripts, they have to be emailed directly to Mary Harrison's email. If you are applying for a sub teach license, e-scripts have to be sent directly to ODE. Information on how to upload them is on 'Directions on how to apply for license' at ODE.
 - b. Bring the completed forms you received at the training session to the appointment.
 - c. Please bring your Driver's License and 1 of the following IDs (Birth Certificate, Social Security Card or Passport) and cash, check or money order for \$48 made out to Centerville Schools for fingerprinting (\$22 for BCI, \$26 for FBI). **We will accept copies of the BCI/FBI reports if they were done within one year.*
 - d. Your appointment will last approximately 20 minutes and will be held at the Board of Education Office, located at 111 Virginia Ave., Centerville, 45458.
6. The Board of Education will approve you for employment at their next scheduled meeting.

If you have additional questions, please contact Mary Harrison at 937-433-8841, Ext. 2001.