



TEMPORARY NON-BACHELOR'S SUBSTITUTE LICENSE APPLICATION CHECKLIST

This checklist is a resource for candidates to use when applying for an **Ohio 1 Year Temporary Non-Bachelor's Substitute Teaching License**. This nonrenewable license is available for the 2021-2022 school year only. Additional information is available on the Ohio Department of Education's Substitute License webpage.

STEP 1 – MEET EDUCATION REQUIREMENTS FOR THE TEMPORARY SUBSTITUTE LICENSE.

You must meet your employing Ohio school district's education requirements for this license. Please see qualifications below.

QUALIFICATIONS: ([Job description attached](#))

1. A high school diploma.
2. Successfully complete and pass a BCII and FBI check.
3. Good moral character.
4. The ability and desire to work with young people ages 5 – 18.
5. Strong communication and interpersonal skills.
6. Must be somewhat detail oriented and able to follow written and verbal instructions.

STEP 2 – CONTACT SCHOOL DISTRICT – 740-928-5878

DO NOT apply for this license through ODE's online system until you have completed the following or your application will be declined. You must:

- Complete Temporary Non-Bachelor's Substitute License application and return to the Lakewood Local School District Office at 525 E. Main Street, Hebron, OH 43025
- Provide High School Transcript or Associate's Degree from college/university with the application.
- Schedule interview with Mrs. Patti Pickering, Director of District Services

STEP 3: COMPLETE BACKGROUND CHECKS

This may be scheduled at the district office by calling 740-928-5878. The cost is \$58.00, payable by check or cash only. If paying with cash, the exact amount must be provided at the time of the background check. You must have a current background check on file with the Department of Education in order for your Ohio One Year Temporary Non-Bachelor's Substitute Teaching License to be approved.

STEP 4: COMPLETE AND SUBMIT THE ONLINE APPLICATION

- Access your [OH|ID account](#) (you will need to [create an OH|ID account](#) if you do not already have one). You will need our IRN to use when applying: **047993**
- Click Educator Licensure and Records (CORE).
- Complete and submit the online Temporary Substitute License – 1 Year (Non-Bachelor's) application from your CORE Dashboard.
- See the [CORE User Manual](#) for complete instructions.

LAKWOOD LOCAL SCHOOL DISTRICT

Job Description

POSITION: Substitute Teacher

- High School/Middle School /Intermediate/Elementary

QUALIFICATIONS:

1. A high school diploma.
2. Successfully complete and pass a BCII and FBI check.
3. Good moral character.
4. The ability and desire to work with young people ages 5 – 18.
5. Strong communication and interpersonal skills.
6. Must be somewhat detail oriented and able to follow written and verbal instructions.

JOB GOAL:

Substitute teachers perform the instructional and classroom management processes for teachers who are absent for a day or longer periods of time.

REPORTS TO/EVALUATED BY: Building Principal and/or Designee

PERFORMANCE RESPONSIBILITIES:

1. Substitute teachers will adhere to the curriculum and lesson plans assigned by the regular teacher.
2. Substitute teachers will follow procedures and achieve lesson goals.
3. Substitute teachers will assign and explain homework.
4. Substitute teachers will oversee students outside of the classroom including in the hallways and cafeteria.
5. Substitute teachers will comply with all school regulations and policies at all times.
6. Substitute teachers will take attendance and document daily notes.
7. Substitute teachers will ensure classroom and work is kept clean and orderly.
8. Substitute teachers will oversee the normal classroom rhythms and activities.
9. Substitute teachers will compile a report for the teachers for when he/she returns.
10. Substitute teachers will model respect for students' diverse cultures, language skills and experiences.

GENERAL KNOWLEDGE AND SKILLS:

- Excellent written and interpersonal communication
- Computer and data analysis
- Leadership and facilitation
- Organization, time management and planning
- Program and curriculum development
- Staff and student development
- Conflict management
- Policy development and research skills
- Human relations

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Duties may require bending, crouching, kneeling, reaching and standing
- Duties may require lifting, carrying, and moving work-related supplies/equipment
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Duties may require wearing protective clothing and using safety equipment.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive and/or unruly individuals.

The specific vision requirements for the job include good depth perception and occasionally being able to see objects/persons at a distance. The employee must be able to communicate to the team in order to give directions.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties for this position. Duties are performed by individuals currently holding similar or like positions and additional duties may be assigned.

TERMS OF EMPLOYMENT

- Daily as needed or assigned
- Salary determined by Negotiated Agreement

Revised: 10/21

Board Approved: 11/10/2021