



**Chris Mathes, Superintendent**  
cmathes@southpoint.k12.oh.us

**South Point Local Schools**  
302 High Street  
South Point, Ohio 45680  
(740).377.4315,  
(740).377.9735(Fax)



**Lee Elliott, Treasurer**  
lelliott@southpoint.k12.oh.us

## **Educational Aide or Substitute Educational Aide Checklist**

- **Step 1: Apply for an Instructional Aide/Personal Aide Position at the South Point Board of Education.**
  - Application can be printed [here](#) and filled out prior to your trip! The same application is used for substitute aides.
- **Step 2: Complete your FBI and BCI Background Checks**
  - These can be done through the South Point Board office. Please contact Nicholas Clay at 740-377-4315 ext. 6005 to set up an appointment.
- **Step 3: Apply for your 1 Year Educational Aide Permit from the Ohio Department of Education through the OHID login portal found [here](#). \*\* Every aide in the South Point Local School District is required to have this permit. \*\***
  - You must use the CORE app in the OHID portal to apply.
  - If you are applying to be an Instructional Aide or a Substitute Instructional Aide, you must also have your Paraprofessional license or two years of college experience (48 semester hours or 72 quarterly hours). Please select ESEA Certified when applying.
  - If you are applying to be a Personal Aide with no intention of substituting as an Instructional Aide, you only need the 1 Year Educational Aide Permit.
- **Step 4: If you are interested in working as an aide for a preschool classroom, please see Preschool Requirements Checklist.**



**Application**



**OHID Website**