

### **Substitute Teacher**

Must have a minimum and verification of a high school diploma or equivalent  
Must have Physical & TB Skin Test (Health Department or Urgent Care offers this)  
Must have 10 Panel Drug Test (Tri State Medical Clinic)  
Must have Background/Fingerprint Check  
Central Registry Check  
Create an account with Education Professional Standards Board (EPSB) to answer Character Fitness Questions for CA-4 Emergency Certificate for Substitute Teaching

### **Secretary – Clerical – Custodian – Maintenance - Cafeteria**

Must have a minimum and verification of a high school diploma or equivalent  
Must have Physical & TB Skin Test (Health Department or Urgent Care offers this)  
Must have 10 Panel Drug Test (Tri State Medical Clinic)  
Must have Background/Fingerprint Check  
Central Registry Check

### **Teacher Aide**

Must have 48 College hours or pass a Test called Kentucky Para Educator Assessment Test ([tsorder.studentclearinghouse.org](http://tsorder.studentclearinghouse.org))  
Must have Official Transcripts  
Must have Physical & TB Skin Test (Health Department or Urgent Care offers this)  
Must have 10 Panel Drug Test (Tri State Medical Clinic)  
Must have Background/Fingerprint Check  
Central Registry Check

### **Teacher**

Must have a bachelor's degree from an accredited University ([tsorder.studentclearinghouse.org](http://tsorder.studentclearinghouse.org))  
Must have Official Transcripts  
Must have Kentucky Teaching Certificate  
Must have Physical & TB Skin Test (Health Department or Urgent Care offers this)  
Must have 10 Panel Drug Test (Tri State Medical Clinic)  
Must have Background/Fingerprint Check  
Central Registry Check