

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
Must complete Direct Deposit Form
Must complete W-4 Employee's Withholding Certificate
Must complete I-9 Form Employment Eligibility Verification

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
Must complete Direct Deposit Form
Must complete W-4 Employee's Withholding Certificate
Must complete I-9 Form Employment Eligibility Verification

Teacher Aide

Must have 48 College hours or pass a Test called Kentucky Para Educator Assessment Test (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
Must complete Direct Deposit Form
Must complete W-4 Employee's Withholding Certificate
Must complete I-9 Form Employment Eligibility Verification

Teacher

Must have a bachelor's degree from an accredited University (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
Must complete Direct Deposit Form
Must complete W-4 Employee's Withholding Certificate
Must complete I-9 Form Employment Eligibility Verification