



YOUR APPLICATION PACKET

CHECKLIST OF REQUIRED ITEMS:

- _____ WCESC Substitute Application
- _____ College Transcripts
- _____ TB Test Results
- _____ Current Teaching/Substitute License
- _____ Background Checks/Fingerprinting
- _____ Copy of Social Security Card
- _____ Copy of Driver's License

WARREN COUNTY EDUCATIONAL SERVICE CENTER

320 East Silver Street, Lebanon, Ohio 45036
 Telephone: 513-695-2900 Fax: 513-695-2961
 Contact Person: Pam Tone (Extension #1312)
 Email: wbsu_pt@swoca.net

DEAR SUBSTITUTE TEACHER:

We appreciate your interest in substitute teaching in the Warren County Schools. The Warren County Educational Service Center serves and provides a list of substitute teachers to the four local school districts in the county. You will find listed below the addresses and telephone numbers of those districts. Any district of interest not listed here should be contacted directly regarding substituting.

District and Address	Telephone
CARLISLE LOCAL SCHOOL DISTRICT 724 Fairview Drive, Carlisle OH 45005	(937) 746-0710
KINGS LOCAL SCHOOL DISTRICT 1797 Kings Mills Road, Kings Mills OH 45034	(513) 398-8050
LITTLE MIAMI LOCAL SCHOOL DISTRICT 5819 Morrow-Rossburg Rd., Morrow OH 450152	(513) 899-2264
WAYNE LOCAL SCHOOL DISTRICT 659 Dayton Road, Waynesville OH 45068	(513) 897-6971

Procedures to be followed for substitute teaching in the above mentioned school districts:

- 1) **APPLICATION** - Submission of the Warren County ESC application.
- 2) **FINGERPRINTING - Changes in place due to H.B. 79 and H.B. 190**
 In accordance with law, both state and federal personal background checks will be conducted via fingerprinting. Both checks are now required regardless of length of Ohio residency. Fingerprinting may be done at the Warren County Educational Service Center between 8:00 a.m. and 4:00 p.m., Monday through Friday. The office is closed for lunch from 12:00 to 1:00 p.m.

COSTS for background checks (fingerprinting) are:

If done at different times: BCI (State) - \$25, FBI (Federal) - \$30

If both are being completed at the same time the total cost is \$50.

CASH OR MONEY ORDER ONLY (no personal checks). You will need your current driver's license.

BACKGROUND CHECKS ARE REQUIRED BY THE OHIO DEPARTMENT OF EDUCATION IN ORDER TO BECOME A LICENSURED SUBSTITUTE TEACHER. BE SURE TO TELL THE PERSON TAKING YOUR FINGERPRINTS THAT YOUR RESULTS NEED TO BE ELECTRONICALLY SENT TO THE OHIO DEPARTMENT OF EDUCATION FOR LICENSURE PURPOSES.

- 3) **OTHER CREDENTIALS/INFORMATION REQUIRED** - official college transcripts (indicating Bachelors), valid Ohio Department of Education standard teaching license or substitute's license, TB (tuberculosis) test results and copies of your social security card and driver's license. *Substitute teaching licenses are available to any individual who holds a Bachelor degree (including those outside of education).* Applications are available at the Warren County E.S.C. or the Ohio Department of Education website (www.ode.state.oh.us).

SPECIAL NOTE: If you are interested in substituting in only one of the local districts it may be more convenient to deal directly with that district when filing application materials. However, all substitute licenses issued through the Ohio Department of Education must be processed here at Warren County E.S.C.

Once all paperwork is completed your name will be included on the substitute teacher list published monthly. After your name appears on the list and has been submitted for local school board approval you can expect to be contacted directly by the school districts on an as needed basis. You will be required to complete additional paperwork for districts for payroll purposes.

If you have any questions please feel free to contact our office. Again, thank you for your interest in the Warren County

Schools.