Procedures to be followed for substitute teaching and substitute aide positions in the Kings Local School District

All paperwork under the Application Packet Checklist at the top of the page must be turned in to our office at the same time (partial information will not be accepted).

COPIES ARE TO BE PROVIDED BY THE APPLICANT - COPIES OF PAPERWORK WILL NOT BE MADE IN OUR OFFICE

Kings Local School District

1797 King Ave., P.O. Box 910, Kings Mills, OH 45034
Telephone: 513-398-8050, ext. 92 Fax: 513-229-7590
Contact Person: Kim Ackerman
kackerman@kingslocal.net

APPLICATION PACKET CHECKLIST:
(All items are to be turned in at the same time - no partial information will be accepted - (copies are to be provided by applicant)

_____Kings Local School District Application
Certified Application for Substitute Teachers
Non-Certified for All Other Applicants
_____Copy of Official College Transcripts (degree posted) (teachers only)
_____Copy of Current Teaching/Substitute License (teachers only)
_____Current Educational Aide Permit (aides only)
_____BCI & FBI Background Results (less than 1 year old)
_____TB Test Results (only if tested positive in the past)
_____Copy of Social Security Card
_____Copy of Driver's License
_____I-9 Form (will be sent to you once we receive all other paperwork)
_____Drug Policy Form (will be sent to you once we receive all other paperwork)
_____Medical Form (will be sent to you once we receive all other paperwork)
_____Sub Form (will be sent to you once we receive all other paperwork)

1) **Application (located on our website) -** Submission of the Kings certified (teachers) or non-certified (non-teachers) application. Those seeking **substitute aide positions** will need to contact our office (contact information located at the top of this page) for an educational aide permit application (unless you already have a current aide permit).

2) **FINGERPRINTING**
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 ESC, 1879 Deerfield Road, Lebanon, OH, 513-695-2900. No appointment necessary. Holiday hours may vary; please feel free to call ahead. Hours are Monday – Thursday 8:00 – 4:00.

Rates charged by the WCESC are as follows:

State (BCI):	$30.00 for state only
Federal (FBI):	$35.00 for federal only
Both:	$60.00 for both

CASH OR MONEY ORDER ONLY (no personal checks). TAKE EXACT AMOUNT – THEY WILL NOT MAKE CHANGE. You will need to take an ID/Driver's License. Let them know that your results need to be mailed to our address above.

IF YOU ARE APPLYING FOR A (SUB) ORTEACHING LICENSE OR EDUCATIONAL AIDE PERMIT YOU WILL NEED TO ASK THAT YOUR RESULTS ALSO BE SENT TO THE OHIO DEPARTMENT OF EDUCATION ELECTRONICALLY.

Substitute teaching licenses are available to any individual who holds a Bachelor degree (including those outside of education). Applications to apply for a substitute teaching license are available at the Ohio Department of Education website http://www.ode.state.oh.us, at the top of the screen click on "Teaching", from the drop down list choose "Licensure", from the next page choose "Educator Licensure Applications". If you have any questions regarding the application, please contact ODE directly at 1-877-644-6338.

Paperwork can be mailed or hand delivered **BETWEEN THE HOURS OF *8-11:30 AND 1:00-2:30 MONDAY – FRIDAY* ONLY or emailed anytime(summer AND holiday hours vary so you may want to call or email prior to coming to the office).** Once all paperwork has been completed your name will be included on a Board agenda for district approval. After you have been Board approved you will be added to our district substitute list. We use the AESOP calling system. Once Board approved you will also receive a Welcome Letter giving you instructions on how to use the AESOP system along with your ID and PIN to be used.

If you have any questions please feel free to contact our office. Again, thank you for your interest in the Kings Local School District.