

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**



**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
- Copy of Official College Transcripts (degree posted) (teachers only)
- 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 mailed to you once we receive all other paperwork)
- Drug Policy Form (will be mailed to you once we receive all other paperwork)
- Public Employment Form (will be mailed to you once we receive all other paperwork)
- Medical Form (will be mailed to you once we receive all other paperwork)
- Sub Form (will be mailed to you once we receive all other paperwork)

**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

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 only (September-May) 8:00 a.m. - 4:00 p.m. (closed from 12:00 to 1:00 for lunch). Summer Hours Monday - Thursday only (June- August) 8:00 a.m. - 3:00 p.m.

**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.**

**TO APPLY FOR A NEW OR TO RENEW A TEACHING OR SUBSTITUTE TEACHING LICENSE YOU NEED TO CONTACT THE WARREN COUNTY EDUCATIONAL SERVICE CENTER - PAM TONE AT: 513-695-1312.**

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 Warren County E.S.C. website <http://warrencountyesc.com/>, the Ohio Department of Education website <http://www.ode.state.oh.us> or by contacting Pam Tone at 513-695-1312.

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.