

LAKE COUNTY EDUCATIONAL SERVICE CENTER
382 Blackbrook Road, Painesville, Ohio 44077
440-350-2563

SUBSTITUTE APPLICATION INSTRUCTIONS

HIRING PROCESS

Substitutes are hired once a month at our Governing Board Meetings which are typically held the first Tuesday of each month. **ALL information (application, current BCI/FBI background results, DMA form and a copy of your certificate/license)** must be in our office before your application can be submitted to the Board for approval. ***NO exceptions will be made.*** Notification regarding your approval will be sent to you as well as to our Districts.

PAY

Substitutes are paid by the district for which they subbed. Substitutes will be required fill out payroll forms for EACH district where they substitute. Since many forms are the same for each district (state/federal tax forms, STRS, etc.) you may wish to keep a copy for your records to share with multiple districts as necessary.

CHANGES IN PERSONAL INFORMATION OR AVAILABILITY

ANY CHANGE in your substitute status, your availability, address, phone number, etc., must reach our office in writing or by email to Marie Irish at mirish@lakeesc.org or Nan Karako at nkarako@lakeesc.org. Please note that changes are only made to the Substitute list once per month following our Governing Board Meeting.

REQUIREMENTS

Please review and/or complete the attached:

- Substitute Teaching Application
Must include a copy of current Substitute Teacher Certificate/License or other ODE-issued license
- List of Terrorist Organizations & DMA Homeland Security Declaration Form
*This is a requirement of Homeland Security. Please read the list of Terrorist Organizations and the instructions for the DMA Form **before** completing it.*
- FBI/BCI Background Check
*BCI and FBI background checks are **REQUIRED** as per House Bill 190 and must be on file with the Lake County ESC prior to being hired as a substitute. Fingerprint results must be within the last 12 months. If you have not had a check done within the past 12 months, you can have it done at the ESC. Please call (440) 350-2563 to schedule an appointment.*

IMPORTANT
INCOMPLETE APPLICATIONS OR THOSE WITHOUT A COPY OF A CURRENT
LICENSE/CERTIFICATE WILL BE RETURNED TO APPLICANT.

Securing substitutes is a monumental task for our districts every day!

PLEASE KEEP THE COUNTY OFFICE
INFORMED OF YOUR SUBSTITUTE STATUS