

Elkhart Community Schools

Requirements for Substitute Teachers

- **Application** – A substitute application must be filled out and returned to:

Director of Personnel
Elkhart Community Schools
2720 California Road
Elkhart, IN 46514

You must have a minimum of 30 **hours of college credit**. If you do not have an Indiana Teaching License, we need a copy of your transcripts showing at least 30 hours. All applicants needing a Substitute Certificate must complete an online application at www.doe.in.gov/educatorlicensing/ you will find information about, and a link to, the new LVIS application portal.

- **Criminal Background Check** – All *new* substitute teachers and those who have to renew their Substitute Teacher's Certificate are required to sign a "Conditional Employment Agreement" indicating that if your Criminal History Report is unsatisfactory, your employment will immediately be terminated. The fee for the background check is \$10.00 payable in a money order to Elkhart Community Schools or cash.
- **References** – Submitted via an online reference check through Skillsurvey before he /she is added to the substitute teacher list.
- **Tax Papers** – State and Federal forms must be completed. If you live in Michigan, you must fill out both Michigan and Indiana forms, in addition to the Federal form.
- **Substitute Teacher Meeting or Video** – Each substitute teacher must attend one of the orientation meetings or watch the substitute video before his / her name will be added to the official list of substitutes.
- **I-9 (Alien) Form** – We, as an employer, are required to have you complete an I-9 Form so that we can keep it on file, along with a copy of your **Social Security card and Driver's License**.
- **Teachers' Retirement Fund Number** – If you do not already have an Indiana Teachers' Retirement Fund Number and have either an Associates or a Bachelors degree, we will need a copy of your **birth certificate** to mail with the completed Teachers' Retirement Fund application form (which we supply). This is a state requirement before we can add you to our substitute list.

If you have any further questions, please contact the Personnel Office at 574/262-5522.

Elkhart Community Schools

The Elkhart Community Schools does not discriminate on the basis of sex, race, color, age, religion, handicap or national origin.

Substitute Teacher Application

Full Name _____ Date _____

Address _____ City, State, Zip _____

Telephone # _____ Teacher Retirement # _____

Professional Preparation

College Graduate: Yes _____ No _____ Major _____

Degree(s) Received _____ Year of Graduation _____

Name(s) of College/University _____

Location of College/University _____

A transcript of all credits must be forwarded to the Personnel Office, Elkhart Community Schools

Certification

Are you a licensed teacher? Yes _____ No _____ State issuing license _____

Is your license current? Yes _____ No _____ Area(s) of certification _____

Experience

List all places and dates of regular teaching:

Dates _____ School / City / State _____

Dates _____ School / City / State _____

Have you substituted before? Yes _____ No _____

Dates _____ School System _____

Dates _____ School System _____

Areas of Interest

Check areas in which you are willing to substitute:

_____ Secondary; List academic areas in order of preference _____

_____ Vocational; List areas in order of preference _____

_____ Elementary; Rank Grade Preferences Kdgn _____ 1st - 3rd _____ 4th - 6th _____

_____ Special Education

Limitations

Describe any limitations on your availability as a substitute teacher

Have you ever been convicted of a felony? Yes _____ No _____ If yes, explain _____

Applicant's Statement (Give any other information you desire):

References: Will be obtained via an online reference check, provide your email address.

Email Address: _____

The information supplied on this application is correct to the best of my knowledge.

Signature _____

To the applicant: In making application for a position with the Elkhart Community Schools, it is necessary and important that you complete this form in full. If you are not sure what is wanted, ask for the information you need in order to make it clear.

Address all communications to:

Director of Personnel
J.C. Rice Educational Services Center
2720 California Road
Elkhart, IN 46514
Telephone: 574/262-5522