

Dear Applicant,

Thank you for your interest in Madeira City Schools. In order to be considered as a certified substitute teacher in the Madeira City School District, the following information must be submitted:

- A completed application (attached)
- A valid Ohio Teaching Certificate/License or Substitute License (application for substitute license is located on our website or through the ODE website, **only** complete the application for the license if you are applying for a new license or renewing an existing license).
- An updated resume
- 3 Letters of Recommendation

Have you lived continuously in Ohio for the past 5 years?

- Yes**
- No**

Please read important information regarding criminal background requirements.

For **initial licensure applicants** who are applying for a license from the Ohio Department of Education, the ODE requires a **BCII and FBI criminal background checks**. These checks need to be less than one year old.

Educators **renewing** a license and who have lived **continuously** in Ohio for the previous **five years** and have a **BCII background check on file** with the ODE will need to complete **only** an **FBI** criminal background check once every five years.

Educators who have **not lived continuously** in Ohio for the past **five years** still need to complete both the **BCII and FBI background checks**.

Once we have received all of the above information, your application will be reviewed. All of our substitutes are interviewed prior to being hired. All required information **MUST** be on file in our office before your application can be processed and considered for an interview. If you are interviewed and recommended for employment, you will be placed on an upcoming Board Agenda for approval. Once approved by the Board of Education, you will receive a confirmation letter and your name will be added to our list of substitute teachers.

The Madeira City School District uses AESOP (an automated substitute calling system) to schedule and call substitutes. Information will be provided to you about this system at the time of hire. The rate of pay for substitute teachers in the Madeira School District is currently \$80.00 per day.

If you have any questions concerning this process, please do not hesitate to contact me at 513-924-3880, or you may e mail me at lriblet@madeiracityschools.org.

Thank you for your interest in Madeira City Schools.

Lora Riblet

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Administrative Assistant to the Superintendent

Madeira City Schools