

M·A·D·E·I·R·A



7465 LOANNES DRIVE ♦ MADEIRA, OH 45243
513.985.6070 ♦ FAX 513.985.6072
www.madeiracityschools.org

Dear Applicant,

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

- A completed application (attached)
- Current (less than 1 year old) **Bureau of Criminal Identification & Investigation (BCII) Report**
- Current (less than 1 year old) **Federal Bureau of Investigation (FBI) Report**
- A valid Ohio Teaching Certificate/License or Substitute License (application for substitute license attached, if applying for a substitute license for the first time, original transcripts must also be submitted)
- An updated resume
- 3 Letters of Recommendation

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 of the 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

Lora Riblet
Administrative Assistant to the Superintendent
Madeira City Schools

In partnership with parents and community, Madeira City Schools provides and promotes a positive learning environment that challenges each learner to achieve full academic potential for excellence and be a responsible, educated, and caring individual now and in the future.

MADEIRA CITY SCHOOLS

7465 Loannes Drive • Madeira, OH 45243
(513) 985-6070 • FAX (513) 985-6072

DATE

APPLICATION FOR SUBSTITUTE TEACHING

Name:	Social Security No:	Home No:	
E-Mail Address:		Cell Phone:	
Street Address:			
City	State	Zip	
AREAS OF CERTIFICATION			
1) _____ 2) _____ 3) _____			
Please indicate the age levels , schools, or subject areas where you would prefer to substitute (PreK-4=elementary; 5-8 = middle school; 9-12 = high school)			
TRAINING			
<u>College/University</u>	<u>Location</u>	<u>Dates Attended</u>	<u>Degree Awarded</u>
_____	_____	_____	_____
_____	_____	_____	_____
PROFESSIONAL EXPERIENCE (Please begin with present assignment.)			
<u>Position</u>	<u>School/Address</u>	<u>Dates</u>	<u>Immediate Supv.</u>
_____	_____	_____	_____
_____	_____	_____	_____
REFERENCES			
List the names, addresses, and phone numbers of at least three persons who can attest to your character, effectiveness, and professional positions as well as to your ability as related to the position for which you are applying.			

Please use the back of this application to present, in narrative style, your philosophy of education and any other information which you feel would help us determine your qualifications for this position.

Substitute Teaching License Application

This application has two pages to be completed. Please fill in, print and sign.

Page 1 of 4 **SUB**

Personal Information



Educator ID or SSN - - Birthdate
 Male Female

First Name Middle Initial

Last Name

Address

City State

Zip Code

Email

Home Phone Mobile Phone

Other names which may appear on official documents (e.g. maiden)

Use this application for

Substitute Teaching License

New and Renewal

Mail application and fee to:
 Office of Educator Licensure
 25 South Front Street, Mail Stop 105
 Columbus, OH 43215

Amount Enclosed \$

FINGERPRINTS - BCI and FBI checks are valid for 365 days from the date the check was completed

All applicants for an **initial** certificate, license or permit are required to submit an Ohio BCI civilian background check AND an FBI background check from the Federal Bureau of Investigation.

Applicants who are **renewing** a certificate, license or permit are required to submit an Ohio BCI and an FBI background check from the Federal Bureau of Investigation **only if the credential being renewed is of the longest duration of the certificates, licenses, or permits that the educator holds.**

The Ohio Department of Education **is not able to** accept paper reports. All background check reports must be submitted to this office via **electronic** submission directly from the Ohio Bureau of Criminal Investigation. When you have your fingerprints taken at a WebCheck facility please ask the person taking the prints to check the box under 'Reason Fingerprinted' to send the results to Teacher Cert per example below:

Reason Fingerprinted

Send to the Ohio Department of Education

Please **do not** use the Department of Education address in the 'mail to' section because the department is not able to utilize paper reports.

For more information on how to complete this electronic process, please visit: http://www.webcheck.ag.state.oh.us/national_webcheck.htm.

If the WebCheck you use does not have FBI capability you may request the fingerprint card and instructions from our office at 614/466-3593.

LEGAL QUESTIONS

Each question **MUST** be answered by checking the appropriate box.

If you answer **YES** to any question, attach an explanation to this application.

Please indicate the **year of conviction**, the **nature of the offense**, and the **court where the matter was heard**.

HAVE YOU EVER ...

YES NO Been convicted of, found guilty of, pled guilty to, or pled no contest to any misdemeanor other than a traffic offense?

YES NO Been convicted of, found guilty of, pled guilty to, or pled no contest to any felony?

YES NO Had a criminal conviction sealed or expunged?

YES NO Had ANY professional certificate, license, or permit, or an application for same, revoked, suspended, limited or denied?

YES NO Surrendered ANY certificate, license or permit, other than a driver's license?

I certify under penalty of loss of my right to teach or work in the schools of Ohio that the answers to these five questions are true and correct in every respect.

Signature _____

Date _____

Continued on page 2

02/09

Substitute Teaching License

or to request a DUPLICATE copy or correction of a currently valid license.

Credential Information - Indicate License Request

NEW RENEWAL

1-Year \$25.00 5-Year \$125.00

SHORT-TERM SUBSTITUTE

LONG-TERM SUBSTITUTE

(See definitions and coursework requirements in the General Instructions)

Indicate license type requested (see code sheet on back)

Indicate teaching field requested.

(see code sheet on back)

Duplicate **\$ 20.00**

Correction **\$ 20.00**

Please specify the correction requested (name change etc.)

EFFECTIVE YEAR

The effective year for an Ohio license begins July 1, regardless of the date of issuance. When renewing you may apply after January 1st of the year the license expires.

Permit to begin on July 1, _____

MAIL TO ORGANIZATION (all licenses are mailed to the employing Ohio school/district)

School District _____

IRN # _____

SUPERINTENDENT SIGNATURE

I hereby request a license for the individual named on this application.

Signature of Ohio School Superintendent

School District

Date

APPLICANT SIGNATURE

I certify under penalty of the loss of my right to work in the schools of Ohio that the information provided on this page of the application is true and correct in every respect.

Signature _____

Date _____

Print Name _____

Fees: Please enclose a money order or personal check payable to "Treasurer, State of Ohio" for each application. **DO NOT SEND CASH.**
(\$25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.)

CHECKLIST Have you

_____ Received the Superintendent's signature

_____ Completed each section on page 1 and page 2 and signed page 1 and page 2

_____ Attached a check or money order

_____ Requested electronic submission of the BCI and FBI

General Instructions
For Substitute Licenses - Long-Term and Short-Term

Application status may be checked on the web site at: www.ode.state.oh.us
Use the search option to access **EDUCATOR PROFILE**.

1. Use a separate form for each license type requested. Please fill in, print and sign the application before sending it in.
2. **All applications for substitute licenses must be initiated by the employing school district.**
All licenses are mailed to the school district.
3. **FEES:** The appropriate processing fee must accompany each application. **DO NOT SEND CASH.**
Please make check or money order payable to: "**Treasurer, State of Ohio**".
Please note: \$25.00 of the processing fee is non-refundable if eligibility requirements for the license are not met.

1-Year Long-Term or Short-Term, new or renewal	\$ 25.00
5-Year Long-Term or Short-Term, new or renewal	\$ 125.00
Duplicate or Correction	\$ 20.00

4. CREDENTIAL INFORMATION:

Short-Term Substitute Teaching License

A short-term substitute license may be issued to the holder of a baccalaureate degree. This is a general license that carries no teaching fields. An individual holding a short-term substitute license may substitute teach in a given classroom for no more than five days.

The short-term substitute license does not have license types or teaching fields.

Long-Term Substitute Teaching License

A long-term substitute license may be issued to the holder of a baccalaureate degree who evidences appropriate coursework as follows:

Early Childhood:	12 semester hours in professional early childhood education
Middle Childhood:	20 semester hours in EACH subject requested
Adolescence 7-12	20 semester hours in EACH subject requested
	note: integrated area must evidence an appropriate distribution of coursework example: integrated science must include coursework in life science, earth science, physics and chemistry
Multi-Age K-12	20 semester hours in EACH subject requested
Intervention Specialist K-12	12 semester hours in special education

**** This license may be issued only as a 1-year license, new and renewal.**

SEE CODE SHEET ON PAGE 4 OF THIS APPLICATION: Please select the six-digit teaching field code numbers from only those code numbers listed under the request TYPE. The codes are not interchangeable.

5. **Applicants** (with less than a baccalaureate degree) **for an initial long term substitute career-technical license must attach a completed CTE-37 form** signed by the superintendent of the employing school/district verifying eligibility.
6. **OFFICIAL TRANSCRIPTS (no photocopies)**
Official transcripts are required with each application for an initial long-term or short-term substitute license.
7. **SIGNATURE OF THE SCHOOL DISTRICT OFFICIAL**
Applications for substitute licenses, new or renewal, must be signed by the employing superintendent or head of school.
- 8.. **SIGNATURE OF THE APPLICANT** is required on page 1 and page 2 of this application.
9. School districts may mail the application to:
Office of Educator Licensure
25 S. Front Street, Mail Stop 105
Columbus, OH 43215.

License Types and Teaching Field Codes

(62) MIDDLE CHILDHOOD (4-9)

050150 Language Arts and Reading (4-9)
110100 Mathematics (4-9)
130102 Science (4-9)
150003 Social Studies (4-9)

(63) ADOLESCENCE TO YOUNG ADULT (7-12)

050145 Integrated Language Arts
110094 Integrated Mathematics
150004 Integrated Social Studies
132010 Integrated Science
132150 Physical Sciences: Chemistry
132160 Physical Sciences: Physics
132030 Life Sciences
132040 Earth Sciences

(64) MULTI-AGE (PK-12)

111780 Computer Information Science
080302 Dance
050338 Drama/Theater
080115 Health
050675 Library/Media
060230 Modern Language - French
060235 Modern Language - German
060150 Classical Language - Greek
060245 Modern Language - Italian
060250 Modern Language - Japanese
060107 Classical Language - Latin
060625 Modern Language - Russian
060265 Modern Language - Spanish
120050 Music
080305 Physical Education
050250 TESOL (Teaching English to Speakers of Other Languages)
020012 Visual Arts

(65) INTERVENTION SPECIALIST

196140 Mild/Moderate Educational Needs (K-12)
196142 Moderate/Intensive Educational Needs (K-12)
196109 Visually Impaired (PK-12)
196116 Hearing Impaired (PK-12)

(66) CAREER-TECHNICAL

(Bolding indicates baccalaureate degree required)

Agriculture

010100 Agriscience
010101 Animal Production
010104 Production Agriculture
010131 Equine Science
010191 Zoo Animal Production & Care
010200 Agribusiness
010300 Agricultural Industrial Equipment
010400 Food Science
010500 Horticulture
010600 Natural Resources
010699 Environmental Management

Business

140550 Integrated Business
140100 Accounting
140200 Business Information Systems
140300 Administrative Office Technology
140800 Business Administration and Management

Technology

160610 Technology Education

Marketing Education

040800 General Marketing Education
040115 Entertainment Marketing
041118 Travel & Tourism Marketing
040810 Marketing Management
040820 E-Commerce Marketing
040830 Marketing Technology
040840 Sports Marketing
041900 Acquisition & Logistics

Family and Consumer Sciences Education

090120 Family & Consumer Sciences
090201 Early Childhood Education and Care
090203 Culinary Arts & Food Services Management
090205 Hotels and Resorts

Health Occupations

070101 Dental Assistant
070103 Dental Lab. Technician
070203 Medical Lab Assisting
070204 Phlebotomy
070302 Practical Nursing
070303 Nurse Assistant
070305 Surgical Technology
070307 Home Health Aide
070410 Fitness Aide/Athletic Trainer
070603 Optometric Occupations
070904 Medical Assistant
070906 Community Health Aide
070912 Pharmacy Assisting
070913 Health Unit Coordination
070994 Patient Care Technician
070998 DHO Instructor
074820 Diagnostic Pathway
074830 Therapeutic Pathway
074840 Health Support Pathway
074850 Biotechnology
074890 Health Informatics Pathway
079950 Practical Nurse Coordinator

Trade and Industry

170100 Air Conditioning/Heating
170200 Appliance Repair
170301 Auto Collision Repair
170302 Automotive Technology
170303 Auto Specialization
170400 Aviation
170401 Aircraft Maintenance
170403 Ground Operations
170700 Commercial Art Occupations
170802 Marine Occupations
170900 Commercial Photography Occupations
171001 Carpentry
171002 Electrical Trades
171003 Heavy Equipment (Construction)
171004 Masonry
171005 Interior Design Applications
171007 Plumbing & Pipefitting
171011 Building & Property Maintenance
171012 Industrial Maintenance and Repair
171017 Building Technology
171100 Custodial Services
171200 Medium/Heavy Truck Technician
171300 Drafting Occupations
171402 Power Transmission
171503 Electronics
171504 Telecommunications
171805 Construction - Design - Build
171806 Construction - Management
171807 Engineering Technologies - Design
171808 Engineering Technologies - Processes
171809 Engineering technologies - Products/Services
171900 Graphic Occupations
172000 Chemical Laboratory Assisting
172004 Industrial Laboratory Assisting
172302 Precision Machining
172303 Manufacturing Operations
172306 Welding - Cutting
172307 Tool & Die Making
172602 Cosmetology
172700 Plastics Occupations
172801 Firefighter Training (Paid)
172802 Criminal Justice
172808 Private Security
172810 Career Paths for the Law Profession
172811 Emergency Medical Technician
173100 Small Engine Repair
173601 Millwork & Cabinet Making
179960 DCT Coordinator

(71) EARLY CHILDHOOD PK-3

(74) PUPIL SERVICES

282200 Interpreter for the Hearing Impaired