

Frequently Asked Questions **About Substitute Teaching** **In West Carrollton Schools**

How can I obtain an application?

Visit the West Carrollton City Schools Central office building located beside the Shade Early Childhood Center at 430 E. Pease Avenue, West Carrollton, Ohio 45449. Application packets are available at the Front Receptionist Desk or in the Human Resource Office.

How do I submit the application materials?

Deliver or mail complete application packet to the Secretary of Human Resources (Please see above for address.) Please submit a *completed* application packet (*please see the Application Checklist for all items needed*).

How do I know the status of my application?

You will be told the date your employment as a substitute teacher for the West Carrollton City School District upon submission of the application packet, provided that all information is included.

What is the process of being hired as a substitute teacher for the West Carrollton City School District?

Once all information has been placed in your personnel file, your name is listed on the Agenda for approval from the Board of Education meetings held bi-monthly. Once you have been approved as a substitute, your name is entered into the Active Substitute Listing. Substitutes are hired on a "per-year" basis, which means that your employment ends at the end of the school year.

Do I have to reapply every year to remain on the West Carrollton City Schools Active Substitute List?

You will need to complete and return the School Election form mailed to you before the beginning of the following school year to remain an Active Substitute. Once the School Election form is received, your information will be entered onto the agenda for board approval to remain substituting for the next school year.

Do I have to repeat a BCII/FBI Fingerprinting Background Report every year?

You will have to repeat the BCII/FBI check only if your name is removed from the Active List of Substitutes for a whole school year or if your license needs to be renewed.

Will I have to complete payroll or additional forms for each school district I substitute in?

Yes, you will have paperwork to complete for each school district you substitute in.

How do I access AESOP?

You will receive a letter in the mail following your Board approval. This letter will give you your log-in ID and your password.

Who should I contact if I change my name, phone number, address, or any other pertinent information?

Please contact the Human Resource Secretary with the new information at 937-859-5121 ext. 1119 or by email at lgreen@wcsd.k12.oh.us. A card to complete, sign, and return will be mailed to you. Do not call the individual school buildings.

Who should I contact if I decide to change the list of schools I want to substitute?

Please contact the Human Resource Secretary with the new information at 937-859-5121 ext. 1119 or by email at lgreen@wcsd.k12.oh.us. Do not call the individual school buildings.

Can I be placed on the Active Substitute List without a teaching certificate/license?

No. State law requires that you must hold a Bachelor's degree from an affiliated university and either a teaching license or a substitute license.

If I have been employed as a substitute teacher (certified employee), can I also work as a teacher/classroom aide (classified employee)?

No. Due to the payroll process in the West Carrollton City School District, you can either be a certified or classified employee.

Who do I contact if I have questions regarding my employment?

Please contact the Human Resource Secretary, Lisa Green, at 937-859-5121 ext. 1119 or by email at lgreen@wcsd.k12.oh.us

Who do I contact if I have questions regarding my paycheck, retirement time, or other payroll questions?

Please contact the Treasurer's office, Paula Ferriell in the Payroll Department, at 937-859-5121 ext. 1123.

Do I receive any fringe benefits, sick time, vacation days, or insurance coverage as a substitute teacher?

No.

If I want to apply for a fulltime teaching position, what do I do?

Please apply online at www.daytonareaschooljobs.esu.k12.oh.us

As a substitute, can I request verification of employment through another school district if a fulltime teaching position is obtained?

Yes, please have their Human Resource department contact the West Carrollton City Schools Human Resource Department.