

STEPS TO BECOMING A SUBSTITUTE TEACHER FOR THE LAKE CENTRAL SCHOOL CORPORATION:

1. Complete application form.
2. Complete the bottom W-4 form – Complete State Tax Form
3. Complete I-9 form. We will need to make a copy of your driver’s license and social security card or birth certificate. **You must be 21 years of age.**
4. Access **SAFE HIRING SOLUTIONS** at the Lake Central School Corporation website www.lcsc.us to complete a Criminal Background Screening. Once at our website, click on About LCSC and click on Job Opportunities. Your cost will be \$28.00 for a ten year three county search. If you have lived in more than 3 counties in the last 10 years, it will be an additional \$9.00 per county. The completed report will be sent to the Lake Central School Corporation.
5. Complete the release form once you have read the attached Substitute Handbook.
6. Need copy of transcripts (do not have to be official). These transcripts should include 60 credit hours. If you do not have 60 hours, 30 credit hours with two (2) letters of recommendation from administrative/employer personnel will be accepted but will need to be approved by the Assistant Superintendent.
7. We need to make a copy of your valid Indiana Teaching License if you have one. If not, then complete Application for Substitute Teaching Certificate. You will need to provide a \$15.00 money order made out to the STATE OF INDIANA for the substitute certificate (valid for three years).
8. If you have a teaching certificate or a bachelor’s degree please complete the Teacher’s Retirement form.
9. Once the Criminal Background Screening is approved, you will be put on the substitute-calling list. Your background check will then be mailed with your \$15.00 money order and the application for Substitute Certificate (good for the State of Indiana for 3 years). Once received the certificate will be mailed to your home and a copy will be kept at the administration office.

PLEASE CUT OUT AND RETAIN THE FOLLOWING FOR YOUR RECORDS:

IMPORTANT PHONE NUMBERS:

Madeleine Stromberg Lake Central Sub Teacher Caller
365-6409 Ext. 1177 Please use this number to contact Madeleine. Leave a message and she will return your call as soon as possible.

AFTER 7:00 A.M. In the event you accept a substitute teaching position and you are unable to report to work that morning ---PLEASE CONTACT THE SCHOOL DIRECTLY. (School phone numbers are listed in the attached handbook).

Kathy Pedersen Personnel Assistant
219-558-2788 Please contact Kathy with any other questions pertaining to your employment with Lake Central as a substitute teacher.

Please contact Kathy or Madeleine with any changes in your availability (i.e. Phone numbers, addresses, employment, etc.).