

Substitute Teachers

In order to be placed on the substitute teaching list, the following procedure will be followed. Applicants should return:

1. A cover letter and resume
2. An employee application (please download Certified Employment Application from this website)
3. Transcript(s) (copies are acceptable with application – originals will be required if you are hired as a substitute)
4. A copy of your valid Ohio teaching license
5. PRAXIS test results
6. Three reference letters

Once we receive the items listed above, your application can be considered for substitute teaching. If we are currently adding substitute teachers to our roster, we will review application materials and forward applications to building administrators, who will call candidates to schedule an interview. Based on the results of that interview, we may continue the process, at which time we will need:

- * Bureau of Criminal Investigation and Identification (BCI) **and** Federal Bureau of Investigation (FBI) fingerprint and background checks within the last 12 months.

The BCI/FBI fingerprint check process begins at Central Office where the prints are taken electronically. The cost of the BCI fingerprint check is \$25 and the cost of the FBI fingerprint check is \$30. We will accept a personal check or money order made payable to Chagrin Falls Board of Education.

If you have been fingerprinted **within one year** of your date of hire as a substitute, we will accept a copy of the official letters from BCI&I and FBI.

Send all information/documents to the Chagrin Falls Schools Personnel Office, 400 East Washington Street, Chagrin Falls, OH 44022

Thank you for your interest in the Chagrin Falls Schools.