

CSC of Eastern Hancock County

10370 E. County Rd. 250 N. * Charlottesville, IN 46117 * www.easternhancock.org
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REQUIREMENTS TO SUBSTITUTE TEACH AT EASTERN HANCOCK

1. Be at least 18 years old and have at least a high school degree. (Those under the age of 20 will only be allowed to sub in the Elementary School and will need to have an additional interview with the Elementary School principal.)

PLEASE COMPLETE THE FOLLOWING IN THIS ORDER:

2. Complete and return a Support Staff (Classified) application. (available on website)
3. Contact Tracy McCarty at the Administration Office to schedule a 10-minute interview with the Superintendent.
4. Complete and return an Employee/Coach Background Investigation form (THIS IS TO BE DONE **AFTER** THE INTERVIEW) or have a completed comprehensive background check sent to us from another school corporation you may already be subbing for. The cost is \$21.95. Payment can be made at the Administration Office as cash or checks payable to Eastern Hancock.
5. Have a Substitute Teaching Permit from the Indiana Department of Education. (DO **NOT** APPLY FOR A PERMIT THROUGH EASTERN HANCOCK UNTIL **AFTER** THE INTERVIEW.) Permits are valid for three years, and then a new one will need to be applied for. You can check on the validity of your current permit or apply for a new one at <https://license.doe.in.gov/login>. The cost is \$15 + processing fee. Printed copies of your permit need to be sent to the Corporate Office at EH for your file.

Please return all forms to Tracy McCarty in the Administration Office either as a hard copy or email to tmccarty@easternhancock.org.

Our pay rate is \$80.00 per day for non-certified subs and \$85.00 for certified.
(certified=has a current teacher's license)

If you have questions, please contact Tracy McCarty at the Administration Office 317-936-5444, Ext. 271, or tmccarty@easternhancock.org.