

Interested in becoming a Substitute Teacher for Blackford County Schools? We certainly welcome you! There are a few steps you will have to take to make this happen.

Step 1. Complete a Full Criminal Background Check

Safe Hiring Solutions provides the full background checks for Blackford County Schools. You can begin the process here: <https://secure.safehiringsolutions.com/app.cfm?id=9A497B7E-E401-48CA-9C53-1FED96768EF0>

The cost will be around \$25. **(Please be sure and check the Certified Package. Your Agency will be LVIS. Your type of license will be Substitute Teacher. The state will be Indiana.)** It usually takes 4-5 days for your background check to process. We will be notified once your background check has been completed.

Step 2. Obtain your Indiana Substitute Teaching Certificate.

The link for that is <https://license.doe.in.gov/> The cost for this is \$16.50. Our office will be notified that you are applying for your substitute teaching certificate. We will approve your application and you will be able to print it. **(You will be seeking an Original, Educational Substitute Teacher permit.)**

*If you are a licensed teacher, you do not need to obtain a substitute teaching certificate, but we will need a copy of your valid teaching license.

Step 3. Schedule a brief interview with the Superintendent of Schools.

Once you have initiated the Substitute Teacher process, contact the Superintendent's office at 765-348-7550 or bjones@blackfordschools.org to set an appointment with the superintendent.

(When you come for your interview, please bring two pieces of identification: driver's license, birth certificate, Social Security card, valid passport, etc.) Following the interview, you will be asked to complete payroll paperwork. Be aware that Substitute Teachers with Blackford County Schools are paid \$60 per day.

Should you have any questions about the Substitute Teacher Process, please contact Beth Jones at 765-348-7