



## How do I become a CLASSIFIED SUBSTITUTE for NCSD?

### Application for Employment\*

- [www.norwalktruckers.net](http://www.norwalktruckers.net) >District Office >Employment (Employment Applications - **Classified Application**)
- Read the information under the **Employment** tab

### Background Checks\*

- BCI /FBI
- Best if completed at Central Office, 134 Benedict Ave., Norwalk - Walk-ins M & W 2-3:45 pm \$56 (cash/credit)
- Previous BCI/FBI may be accepted if less than one year old

### HS Diploma or College Transcripts\*

- Certified Copy of Highest Degree: GED/HS Diploma/College Transcripts
- School may send directly to Barb Widman, 134 Benedict Ave., Norwalk, 44857 or [widmanb@norwalktruckers.net](mailto:widmanb@norwalktruckers.net)

### Credential\*

- For Educational Assistants only - obtain an Educational Aide Permit (NOT Student Monitor Permit)
- <https://safe.ode.state.oh.us/portal>
- Code: 044560 for Supt. signature

### Interview

- You will be contacted by Leona Lortcher or Kelly Ross to schedule an interview

### Approval by Board of Education

- Board of Education Meeting Schedule:
- See website: [Our District/BOE Regular Meeting Schedule](#)

### The Process

#### Filling Vacant Positions

- If approved by the BOE, Leona Lortcher will set up a time to go over the process of filling vacancies. (Frontline Education Account & Substitute Handbook)

### Payroll Packet

- See Barb Stang in the Treasurer's Office
- Complete and Return forms as soon as possible

### First Substitute Assignment

- Complete timesheet

\*Compliance Documents: upload with application | See also “**Pre-employment Requirements**”