



Substitute Coordinator: Leona Lortcher
419.660.1805 | lortchel@norwalktruckers.net

Personnel Contact: Barb Widman
419.660.1803 | widmanb@norwalktruckers.net

How do I become a CLASSIFIED SUBSTITUTE for NCSD?

Application for Employment*

- www.norwalktruckers.net > Our District > Employment > Openings/Apply > **Classified Substitutes**
- Read the information under the **Employment** tab

Background Checks*

- BCI /FBI
- Best if completed at Central Office, 134 Benedict Ave., Norwalk - By Appt. Only 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

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 Cory Schmidt 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)

Payroll Packet

- See Karen Wiedemann 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**"