



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

### Application for Employment\*

- [www.norwalktruckers.net](http://www.norwalktruckers.net) > Our District > Employment > Openings/Apply > **Substitute Teachers**
- 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

### College Transcripts\*

- Official College Transcripts
- School may send directly to Leona Lortcher, 134 Benedict Ave., Norwalk, 44857 or [lortchel@norwalktruckers.net](mailto:lortchel@norwalktruckers.net)

### Credential\*

- Obtain a Teacher or Substitute Teacher License
- <https://safe.ode.state.oh.us/portal>
- Code: 044560 for Supt. signature

### Interview

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

### Payroll Packet

- See Karen Wiedemann in the Treasurer's Office
- Complete and return forms as soon as possible

### First Substitute Assignment

- Complete timesheet