

**SUBSTITUTE TEACHER APPLICATION**

Return To:

**Office of the Superintendent  
Western Reserve Local Schools  
13850 Akron-Canfield Road  
Berlin Center, Ohio**

Date \_\_\_\_\_

Name \_\_\_\_\_

Phone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Cell

Address \_\_\_\_\_  
Street and Number City and State Zip Code

High School \_\_\_\_\_  
Name City and State Date of Graduation

College(s) Attended	Degree
_____	_____
_____	_____
_____	_____

College Major(s):	SH or QH:	College Minor(s):	SH or QH:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CERTIFICATION (Circle the type you hold)**

Temporary      Provisional      Professional      Permanent      Special      License

Indicate teaching fields on your certificate or license.

\_\_\_\_\_

Certificate or License Number \_\_\_\_\_ Date of Expiration \_\_\_\_\_

Have you previously substituted in a Mahoning County School? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please complete below:

Local School District	School Year
_____	_____
_____	_____
_____	_____

Subjects or grade levels you are able and willing to teach: \_\_\_\_\_

**NOTICE TO ALL APPLICANTS: You must be able to provide proof of completion of the Substitute Teacher Program through the Mahoning County Educational Service Center.**

**The Western Reserve Local Board of Education is an equal opportunity employer.**

Revised: 5/20/10

**OFFICE USE ONLY**

Application received: \_\_\_\_\_

Transcript:	Yes	No
Copy of certificate:	Yes	No
Fingerprinting:	Yes	No
BCI Report:	Yes	No

## General Information

The substitute teacher training program is required for all individuals wanting to substitute in Mahoning County. If you have completed a similar training in the past 5 years or are recently retired, you are not required to complete this training.

- The on-line modules may be completed any time, day or night.
- Candidates must have access to the internet.
- Once all requirements are met, a Certificate of Completion will be issued.

The MCESC Proudly Serves:

**Austintown**

**Boardman**

**Campbell**

**Canfield**

**Columbiana**

**Jackson-Milton**

**Lowellville**

**MCCTC**

**MCBDD**

**Poland**

**Sebring**

**South Range**

**Springfield**

**Struthers**

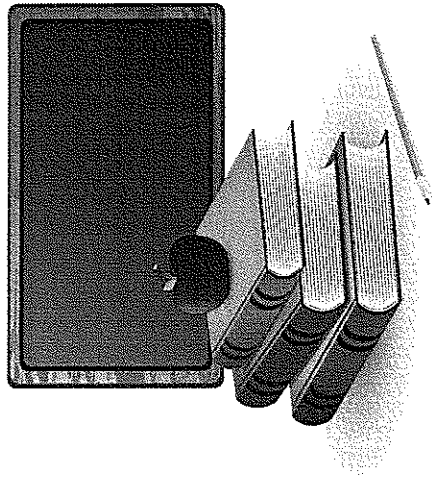
**West Branch**

**Western Reserve**

**Youngstown Community**



**Mahoning  
County  
Educational  
Service Center  
Substitute  
Teacher Program**



## Substitute Teacher Training Program

Thank you for your interest in substitute work in the Mahoning County schools. The Mahoning County Educational Service Center (MCESC) has developed an on-line substitute teacher application and training program that is administered by Rachel Wixey & Associates. Our goal is to simplify the application process throughout the County and to help you feel better prepared for your experiences in the classroom.

To begin the application process, please contact the Human Resources department at (330) 965-7828 ext. 1002.

## Substitute Teacher Training Procedure

Call the MCESC to set up a fingerprinting appointment (BCI/FBI). Cost is \$85.00 (check or money order) for fingerprinting and the training modules. (If fingerprints are unnecessary, the total cost of the Substitute Training Program will be \$25).

Complete a standard application online, which will require the following attachments:

- A. Resume
- B. BCI and FBI results
- C. Certification issued by the state (copy of application may be attached until license is signed by the Superintendent and issued by the ODE)
- D. Three letters of recommendation or three professional references
- E. Once an application is submitted, the training password will be sent electronically to you

## The Substitute Training Program Will Address the Following Areas:

General Safety Orientation  
Blood Borne Pathogen-Exposure and Prevention  
Disruptive Student Behavior  
Conflict Management: Student to Student  
Special Education:  
Safety in the Classroom  
First Aid

