



## The Substitute Teacher/Paraprofessional Checklist

1. Complete a Muskingum Valley ESC employment application if you are a first-time applicant. The application is available on the Muskingum Valley ESC website, [www.mvesc.org/56](http://www.mvesc.org/56). If need assistance completing this form, please contact our Zanesville or New Lexington office. If you substituted during the prior year in the MVESC region, you do not need to complete the application again.
2. Complete a Substitute Contact Information Verification form. The Substitute Contact Information Verification form lets us know if you wish to sub in all MVESC districts and the days you are available.
3. Complete a Substitute Location Preference form. The Location Preference Form lets us know where you prefer to substitute teach. The form is available on the Muskingum Valley ESC website.
4. Complete an FBI and BCI background check if you are a first-time applicant. If you subbed in the MVESC region in the prior year and successfully completed your background checks, you will only need to repeat an FBI background check every 5 years. You can process your background checks at the Coshocton County Career Center, the MVESC New Lexington Office, and the MVESC Zanesville Office. Make certain to ask for a copy of your results and to have your results submitted to the Ohio Department of Education.
5. Present a copy of your current Ohio Department of Education teaching or substitute teaching license as part of your application. If your license has expired or if you do not have a license, you will need to apply for a substitute teaching license on the Ohio Department of Education's website. If you need assistance applying for your license, please contact our Zanesville or New Lexington office.
6. Complete the Substitute Employee Management System (SEMS) information sheet only if you wish to substitute at Crooksville Exempted Village, Northern Local Schools, or MVESC Cooperative School Age or Preschool programs.
7. Wait for notification that the Muskingum Valley ESC Governing Board has approved the addition of your name to the substitute teaching list for the school year. MVESC approves new substitute teachers the 3<sup>rd</sup> Thursday of every month.

Questions? Contact Muskingum Valley ESC at 740-452-4518 or 740-342-3502.

Thank you for your service to the region!