

STEPS TO BECOMING A SUBSTITUTE TEACHER FOR THE LAKE CENTRAL SCHOOL CORPORATION

1. Complete online application at www.lcsc.us under Job Opportunities.
2. Complete the bottom W-4 form – Complete State Tax Form.
3. Complete I-9 form. We will need to make a copy of your driver’s license and social security card or birth certificate. **You must be 21 years of age.**
4. Complete the Safe Hiring Solutions Background Check. Link is located on our website under Job Opportunities. The cost to you is \$28.00. A debit/credit card is necessary to process the background check.
5. Complete the Direct Deposit Form. Attach a voided check to the form.
6. Complete the release form once you have read the attached Substitute Handbook.
7. Provide a copy of transcripts (do not have to be official). These transcripts should include 60 credit hours. If you do not have 60 hours, 30 credit hours with two (2) letters of recommendation from administrative/employer personnel will be accepted once approved by the Assistant Superintendent.
8. We will need to make a copy of your valid Indiana Teaching License if you have one. If not, then logon to the Indiana Department of Education website <https://license.doe.in.gov/> and apply for an Indiana Substitute Teaching Certificate (valid for 3 years). You will need a debit/credit card for this transaction. The cost for the license is \$15.00. Lake Central will need a copy of your license once received.
9. If you have a teaching certificate or bachelor’s degree, please complete the Teacher’s Retirement form.
- 10. Bring all forms/documents to the Administration Center located on the grounds of Lake Central High School at 8260 Wicker Ave., St. John. Your documentation MUST be in our office before we can approve your substitute teaching license on the Department of Education website.**



PLEASE RETAIN THE FOLLOWING FOR YOUR RECORDS:



IMPORTANT PHONE NUMBERS:

Madeleine Stromberg
365-6409 Ext. 1177

Lake Central Sub Teacher Caller

Please use this number to contact Madeleine. Leave a message and she will return your call as soon as possible.

AFTER 7:00 A.M.

In the event you accept a substitute teaching position and are unable to keep the commitment, PLEASE CONTACT THE SCHOOL DIRECTLY. (School phone numbers are listed in the attached handbook).

Kathy Pedersen
558-2788

Human Resource Assistant

Please contact Kathy with any other questions pertaining to your Employment with Lake Central as a substitute teacher.

PLEASE CONTACT KATHY OR MADELEINE WITH ANY CHANGES IN YOUR AVAILABILITY (PHONE NUMBERS, ADDRESSES, EMPLOYMENT, ETC.)