

# Randolph Southern School Corporation

One Rebel Drive  
Lynn, Indiana 47355  
PH: 765-874-1181 FAX: 765-874-1298  
Email: [humanresources@rssc.k12.in.us](mailto:humanresources@rssc.k12.in.us)

## APPLICATION FOR SUBSTITUTE TEACHING

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

BIRTHDATE: \_\_\_\_\_ SOCIAL SECURITY: \_\_\_\_\_

Emergency Contact Name and Number: \_\_\_\_\_

By completing this application you are authorizing the Randolph Southern School Corporation to obtain your criminal history and background check.

SIGNATURE: \_\_\_\_\_

Substitute at Union City: Yes or No

Check area of substitute work desired;

Elementary (K-6) Regular Classroom \_\_\_\_ Special Education \_\_\_\_

Elementary Specials \_\_\_\_

Junior/Senior High Regular Classroom (7-12) \_\_\_\_ Special Education \_\_\_\_

Junior Senior High Specials \_\_\_\_

Special Notes for Certain Classes: \_\_\_\_\_

**EDUCATIONAL REQUIREMENTS:** All Randolph Southern Substitute Teachers will be required to have at least a high school diploma or 40 semester hours of college credit. However, 60 semester hours of college credit from an accredited institution is highly desired.

The Randolph Southern School Corporation reimbursement for substitute teaching is \$63.00 per day. (\$31.50 for half day)

DATE: April 19, 2019

Procedure for Individuals Desiring a Randolph Southern Substitute Teaching License Whom Must Take Local Training.

**Step One:** Interested applicants will need to call or stop in for Substitute Packet;  
Superintendent's Office  
1 Rebel Drive  
Lynn, IN 47355  
765-874-1181 X246  
[humanresources@rssc.k12.in.us](mailto:humanresources@rssc.k12.in.us)

**Step Two:** Once Superintendent's Office receives completed packet. A Complete Criminal background check will be sent to Safe Hiring.

**Step Three:** Applicant will need to complete on line with LVIS  
<https://license.doe.in.gov/login> for a substitute license. Once, completed the Superintendent will then review and accept if Criminal background check comes back satisfactory.

**Step Three:** The Superintendent's Office will notify the Principal and the applicant when the Criminal background check is satisfactory.

**Step Four:** A half day of sitting in will need to be scheduled with the School interested in substituting for. This is a requirement for new substitutes. A seasoned substitute that would like to be refreshed can also request to sit in.

**Step Five:** Once all documents are returned to the Deputy Treasurer, you will be added onto the substitute call list and into our payroll system. You will then begin to be called to substitute.

**SCREENING PROCESS:** The Office of the Superintendent will screen all applicants. Reference checks will be conducted with "First Inquiry" and Indiana State Police.

**ASSESSMENT PROCESS:** The regular teacher through a form developed for this purpose assesses each substitute. The principal may also evaluate the substitute's performance.

**RECIPROCITY:** Randolph Southern School Corporation will honor licenses for all other Randolph County School Corporations for substitute teachers. Substitute teachers who come to the area and hold a valid substitute teaching certificate from another school Corporation will be added to the list only after completing an application and screened by the administration. These individuals will not be required to apply for another substitute certificate if they meet Randolph Southern's standards.

**Non-Discrimination Policy:** It is the policy of the Randolph Southern School Corporation not to discriminate on the basis of race, color, religion, gender, national origin, age or disability, in its programs or employment policies, as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments, and Section 504 (Rehabilitation Act of 1973)