

WHAT DOES IT TAKE TO BECOME A GUEST TEACHER IN THE MSD OF WAYNE TOWNSHIP?

1. Completely fill out the application and attach **all** documents.
2. Bring completed paperwork to the Personnel Office.
3. If you are required to, you must take and pass a basic skills test.
4. Attend orientation/training session.
5. Return all completed paperwork given to you at orientation/training.

QUESTIONS AND ANSWERS

- Q. What are the requirements to become a substitute teacher in Wayne Township?
A. In order to be considered, you must possess at least 24 college credit hours from an accredited college or university. The completed application must be submitted with the following:
- Transcripts validating your college credit hours.
 - A skills test is given if you hold less than 60 college credit hours.
 - One letter of reference in regards to a positive work relationship with children.
 - One letter of reference in regards to moral and character standards.
- Q. Where do I get the application?
A. You may either click the link above and print out the application or stop into the Personnel Office in the Education Center, 1220 S. High School Road, Indianapolis, IN 46241, or call (317) 988-8645.
- Q. Where is the Personnel Office?
A. You must personally bring the application and *all* attachments to the Personnel Office, which is located inside the Education Center of MSD of Wayne Township, 1220 S. High School Road, Indianapolis, IN 46241, or call (317) 988-8645; no faxes will be accepted.
- Q. What type of test do I need to take?
A. If required, a test consisting of 15 language and 25 math questions is administered at the Personnel Office, which is located inside the Education Center of MSD of Wayne Township, 1220 S. High School Road, Indianapolis, IN 46241. Call (317) 988-8645 to schedule an appointment to take the test.
- Q. How do I obtain a Substitute Teacher's Permit?
A. You will work with the Personnel Office to obtain your Substitute Teacher's Permit issued by the State of Indiana Professional Standards Board. During orientation, you will be given instructions to apply for your license through the Department of Education's Licensing Verification Information System (LVIS) website. You will be required to pay \$15.00 by credit card on this same site.

- Q. What is involved in Orientation? How long is orientation?
- A. The orientation session is approximately 3 hours and consists of discussing policies/procedures, receiving all new-hire paperwork, and the application process for the Substitute Teacher's Permit. You will be given a reference manual/handbook to keep and a packet of paperwork for you to take and fill out and return within one week. During orientation you will be given a list of the appropriate documentation you will need to have with you when you return your completed paperwork. At that time, you will be added to the payroll system, a photo ID will be made for you, a **national** criminal history will be conducted, and you will be added to the calling system. You may not begin working until you have turned in all completed paperwork. *A money order/cashiers check in the amount of \$28 will be required to cover the cost of the national criminal history.*
- Q. How much money will I make? When do I get paid?
- A. Guest teachers are paid \$75.00 for each day worked. Guest secretaries and/or teacher assistants are paid \$65.00 for each day worked. If you accept a half-day assignment, these amounts are divided in half to compute your daily pay. The pay schedule is the 1st and 15th of every month. More specific information about pay amounts and pay dates is found in the Guest Teacher's Handbook you will receive during orientation.
- Q. Who do I contact if I have additional questions?
- A. Please contact either Juli Petree or Dr. Suggs at the Personnel Office at (317) 988-8645 if you still have further questions.