

SUBSTITUE TEACHER INFORMATION AND PROCEDURES

The following is a list of items and brief instructions of things needed to be a substitute teacher for the Madison-Grant United School Corporation.

- 1. MADISON-GRANT SUBSTITUTE TEACHER APPLICATION** – Available on the Corporation Website (www.mgusc.k12.in.us). This is found under the Human Resources section located under the Departments tab.
- 2. INFORMATION/PAPERWORK NEEDED** – The Administration Office needs the following items before moving on to step 3:
 - a. Application** – The application is located on the website and at the Administration Office. This is found under the Human Resources section located under the Departments tab.
 - b. Official University Transcripts** – We must have a copy of your “official” (no copies) university transcripts showing that you have successfully completed 24 credit hours of college work. We will also accept proof of successful completion of the Praxis Parapro Test.
 - c. I-9** – This form is located at the Administration Office.
 - d. W-4** – This form is located at the Administration Office.
 - e. Expanded Criminal History** – The Administration Office has information on how to schedule your expanded criminal history background checks (required by the State of Indiana).
 - f. Substitute Teacher Permit** – To obtain a substitute teaching permit (required by the State of Indiana) please login to <https://license.doe.in.gov>. This permit is issued by the State of Indiana. There is a \$15.00 licensing fee that must be paid to the State in the form of a debit or credit card. Once approved, you can print a copy of your sub permit.
 - g. 2 Forms of ID** – The most commonly used forms of ID is a State issued Driver’s License accompanied by either a Social Security Card or Birth Certificate.
- 3. INTERVIEW** – Once your paperwork is completed, and turned into the Administration Office, you will need to have an interview with the Superintendent. You will be called by the Administration Office to schedule the interview.

Please note that your acceptance as a substitute teacher is contingent upon our needs at the current time. Should our sublist be full, you will be placed on a waiting list in the order in which we received your completed paperwork.

If you have any questions, feel free to call the Administration Office at (765) 948-4143.