

DO WHAT YOU LOVE[★]



SUBSTITUTE TEACHER HIRING EVENT

Cincinnati Public Schools is hiring **Substitute Teachers** to serve our growing student population.



9:00 AM- 12:00PM

Saturday, Nov 2, 2019

**Cincinnati Public Schools –Education Center
2651 Burnet Avenue 45219**

What are the requirements to be a substitute teacher?

1. Bachelor's Degree (as evidenced by official transcript with degree conferred)
2. ODE Substitute Teaching License

How do I apply for a substitute teaching license?

To apply for a Substitute Teacher License, create an OH|ID (formerly SAFE) account with the Ohio Department of Education. Please follow this link:

<http://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License> and click on the sub-link for Substitute Teachers to review what is required by the state, and make a decision on the type of license you want to apply for (short term or long term sub). **You may need an IRN# 043752 to apply for the license.** We are listed under Cincinnati City.



SCAN ABOVE to register for the event.
or you can register on site or at:
<https://forms.gle/ZosfyatRgdpWq5sA8>.

Registering ahead of time will expedite the process once you arrive but it is NOT required to attend!

We will process those with job offers on-site to **expedite your start date!**

Please bring with you:

- **Official, original transcripts**
- **ODE License**
- **Birth certificate or Passport**
- **Social Security Card**
- **Driver's License or Ohio ID**
- **Photograph**
- **3 letters of reference (or emails on the application)**

CPS will require background checks upon hiring.(\$50 cash)

Questions? Please contact Julia Indalecio, Human Resources
-- Recruiting and Staffing Manager, indalej@cps-k12.org or 513.363.0138 or Julie Ayers, Substitute Administrator Assigned to HR 363-0269