



Substitute Teaching

Is it right for me?



Office of Field Services, Fall 2023



State Changes

School Districts may employ an individual who does not hold a post-secondary degree if:

- (1)** Meets district requirements
- (2)** Deemed to be of good moral character
- (3)** Successful completes criminal record check

Substitute license good until June 30, 2024.

****Interns with a bachelor degree can apply for a traditional substitute teaching license***

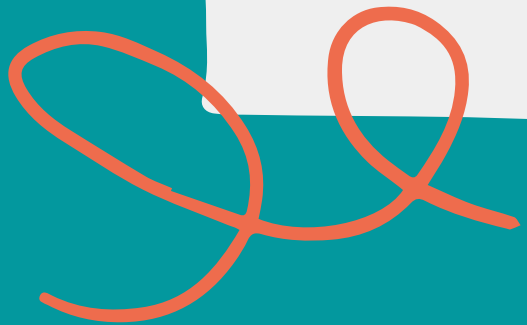
Who is Eligible to?

	SUB - Teacher Part of Field Hours	Sub - Teacher Outside of Field Hours	Sub-Para Outside of Field Hours
Final Year Interns Semester 1 or 2	up to 5 days	no restriction	
Early Field Interns Rotations/Step		no restriction	no restriction

Where can I substitute?

Final Year Interns: most school districts of current placements

Early Field Interns: most districts have openings





Is it Right for Me?

**Field Work
priority**

No Pressure

**Financial
Component**

**District
Requirements**

Sub Plans

Recommendations

****Substitute Teaching MUST not conflict with field hours or CSU classes***

During the Semester

Final Year: Substitute Teach

5 days can count towards Field hours

- (1)** Meet all district guidelines/onboarding
- (2)** Obtain approval from supervisor, mentor, seminar leader and principal with **Substitute Teaching Eligibility Document**
- (3)** Maximum of one (1) day per week, up to 5 days for entire semester
- (4)** Must be in your field experience building, in your licensure area
- (5)** Special Requests may be reviewed by the Director and Committee



During the Semester

Early Field: Sub Teacher or Para

No restrictions, cannot count towards field hours

- (1)** Meet all district guidelines/onboarding
- (2)** Cannot conflict with current classes or field placement
- (3)** Most districts require full day commitment
- (4)** It is recommended that Interns notify OFS of substitute plans



August 28-Dec 8, 2023

Outside of the Semester

Sub Teacher or Paraprofessional


No restrictions

- (1) Meet all district guidelines/onboarding
- (2) Cannot conflict with current classes or field placement
- (3) Most districts require full day commitment



December 11 - January 12, 2024

Next Steps

- Determine if your District will accept Substitute Teachers (with or without bachelor degree)
 - Request Permission from Stakeholders
 - Complete **Required Paperwork**
 - Submit completed document to: s.e.turner42@csuohio.edu
ASAP
 - Questions?
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Example of District Process

Current Process in CMSD



*After intern is approved through CSU (**Substitute Teaching Eligibility Document**)*

- Apply for CMSD Substitute Teacher Position
 - Talent Reviews Application
 - Phone screening (waived for current CMSD interns)
 - Offer via email from Onboarding
 - Submit Background checks, drug screening, unofficial transcripts
 - THEN apply to state through district
 - Invitation to attend Orientation (most Mondays 8-2:30pm)
 - ODE sends licensure request approval to CMSD

Contact Information

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*If you plan to Substitute Teach during your final year Fall '23 field experience and have it count towards hours, you **MUST** obtain prior approval. See OFS website - **SUBSTITUTE TEACHING** for forms!