



Substitute Teaching

Is it right for me?



Office of Field Services, Fall 2022



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, 2023.

****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

- Cleveland Metropolitan School District (CMSD)
- Maple Heights
- Parma Community School District
- St. John Nottingham Lutheran School (Cleveland)





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



August 29-Dec 9, 2022

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



August 29-Dec 9, 2022

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 12 - January 13, 2023

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: c.nudell@csuohio.edu ASAP
 - Questions?
- 

Example of District Process

Current Process in CMSD



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

- Apply for CMSD Substitute Teacher Position [HERE](#)
 - 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
 - Invitation to attend Orientation (most Mondays 8-2:30pm)
 - ODE sends licensure request approval to CMSD

Contact Information

Courtney Nudell

Recruitment & Retention Coordinator

Office of Field Services, JH 187

216-687-4583

c.nudell@csuohio.edu



*If you plan to Substitute Teach during your final year Fall '22 field experience and have it count towards hours, you **MUST** obtain prior approval. See OFS website - **STUDENT PAGE** for forms!