MIAMI COUNTY EDUCATIONAL SERVICE CENTER

2000 West Stanfield Road | Troy, OH 45373-2987 | PH: (937) 339-5100 | F: (937) 339-3256
Superintendent, David Larson | *Treasurer*, Cindy A. Hale

Thank you for your interest in becoming a substitute teacher and/or aide in Miami County! This packet will allow you to substitute teach in the following school districts: Covington, Bethel, Newton, Milton, Miami East, Piqua and the Miami County Educational Service Center.   If you are interested in substitute teaching for Troy or Tipp City, you will need to contact their board offices directly. This packet also includes substituting as an educational aide in our special education units.

Please print and complete all forms that are included with this link. If you do not have a current licensure with the Ohio Department of Education, you will need to create an OH/ID portal account at www.ode.state.oh.us   Make sure you write down your login and password that you create, you will need this to access your account later to apply for your licensure. Do not apply for your licensure yet, just create your OH/ID account.

Official college transcripts showing at least a Bachelor's degree are required to be a substitute teacher. Those transcripts can be sent directly to us from the college or university or you can bring them in at the time of your appointment. Your official transcripts will also need to be uploaded to your OH/ID portal on the Ohio Department of Education's website.

BCI and FBI fingerprinting is required to be added to the list. Fingerprinting can be done at the time of your appointment. You will need to bring driver's license and social security card. The BCI is $30, the FBI is $35 for a total of $65 (cash only).

Substitutes are approved at our monthly board meetings which are held on the third Monday. The deadline for completed paperwork is the Tuesday before that.

Once you have completed all of the paperwork, please call Brooke Albritton at 937/339-5100 ext. 1330 or Amy Reames at 937-339-5100 ext. 1343 to schedule your appointment.