

Thank you for your interest in becoming a substitute teacher and/or aide in Miami County! This process will allow you to substitute teach for Covington, Bethel, Newton, Milton, Miami East, Piqua and 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 process also includes substituting as an educational aide in our special education units.

Please go to our website www.miami.k12.oh.us and follow the substitute employment packet link. You will download and complete all of the forms in that link. If you do not have a current license with the Ohio Department of Education, you will need to create an OH/ID portal login at www.education.ohio.gov. Make sure you write down your login and password that you create, you will need to access your account later to apply for your licensure.

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 with me. 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 result letters that are less than a year old are also required to be added to the list. If you need fingerprinting, it 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 the third Monday. The deadline for completed paperwork is the Tuesday before that.

Once you have completed all the paperwork, please give me a call at 937-339-5100 ext. 1343 to schedule your appointment.

Thank you,

Amy Reames

Administrative Assistant to Human Resources

AESOP Administrator

Certification Specialist

BCI/FBI Fingerprinting Administrator

Miami County ESC

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