



MONROE COUNTY
COMMUNITY SCHOOL CORPORATION
ENGAGE. EMPOWER. EDUCATE.

Thank you for your interest in the Monroe County Community School Corporation (MCCSC). We are currently recruiting high quality, dedicated individuals who have a desire to contribute to the educational experience of our students by serving as temporary, on-call, Guest Paraprofessionals. Immediate positions are available.

Below you will find the requirements and steps to becoming an MCCSC Guest Paraprofessional.

MCCSC Guest Paraprofessional Requirements:

- Minimum 18 Years of Age
- Online Employment Application (Link: www.mccsc.edu/jobs)
- Resume
- Two Letters of Recommendation
- High School Diploma or Equivalent
- Indiana Substitute Permit (instructions below)
- Background Report (instructions below)
- Attendance at a Guest Teacher Orientation
- 2 Pieces of Identification- Acceptable IDs include: valid driver's license & social security card, birth certificate or valid passport. One of the pieces of ID you present must include a photo.
- Direct Deposit Authorization (not required, but recommended)—We can accept a voided check or a direct deposit authorization form from you bank.
- New Hire Paperwork—Presented at Guest Teacher Orientation or digital copies available via email upon request
- Final review and approval of all application materials by Dr. Debra Prenkert, Assistant Superintendent for Elementary Education.

All documents may be attached to your online application, forwarded to brafano@mccsc.edu by email, or submitted as hard copies at your Guest Teacher Orientation.

Indiana Substitute Permit:

Guest Teachers for the Monroe County Community School Corporation must hold either an Indiana Teacher License or an Indiana Substitute Permit. The Indiana Substitute Permit can be obtained via the Indiana Department of Education website:

<https://www.in.gov/doi/educators/educator-licensing/substitute-permits/>

- Click "Create an LVIS Account"
- Follow step-by-step instructions to set up an LVIS account
- Click "Add Application"
- Application action: Original if this is the first substitute permit, or Renew if not
- Application type: Education Permit
- Subject area: General
- Employer name: Monroe County Com Sch Corp – 5740
- Answer three yes or no questions on the next screen
- Click "Submit Application"

The completed substitute permit application will automatically be added to the MCCSC work queue for approval. Once the application is approved, the DOE will email a PDF of permit to the applicant. The approval process takes approximately 24 hours. Total cost of the permit is \$16.32 and the permit is valid for three years.

Guest Teacher & Paraprofessional Orientation:

Please reach me by email at brafano@mccsc.edu to reserve your space at an upcoming Guest Teacher Orientation. Your attendance at an orientation is required before you may begin work with MCCSC.

2022-23 Guest Teacher Orientation Dates:

- August 26, 2022—10:00 AM, Administration Center
- August 30, 2022—10:00 AM, Administration Center
- September 15, 2022—10:00 AM, Administration Center
- October 20, 2022—10:00 AM, Administration Center
- November 17, 2022—10:00 AM, Administration Center
- December 8, 2022—10:00 AM, Administration Center
- January 12, 2023—10:00 AM, Administration Center
- January 19, 2023—10:00 AM, Administration Center
- February 16, 2023—10:00 AM, Administration Center
- March 9, 2023—10:00 AM, Administration Center
- April 20, 2023—10:00 AM, Administration Center
- May 11, 2023—10:00 AM, Administration Center

Pay Scale:

Effective January 8, 2022

\$86.12 **Per full day (more than 4 hours) for those with a valid Indiana Substitute Teacher Permit**
\$43.06 Per half day (4 hours or less) for those with a valid Indiana Substitute Teacher Permit

Again, thank you very much for your interest in working with MCCSC as a Guest Paraprofessional!
Please feel free to contact me with any questions you may have.

Bryan Rafano, SHRM-CP

Guest Teacher Coordinator

Human Resources

Monroe County Community School Corporation

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