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 Teachers. Immediate positions are available.

The following are instructions/guidelines and requirements to assist you in attaining your goal of MCCSC Guest teacher:

**HIRING PROCESS** *(may be completed in ANY order):*

- **MCCSC online application:** All candidates must complete an MCCSC online application for the position of Guest Teacher, link: [www.mccsc.edu/jobs](http://www.mccsc.edu/jobs). (PLEASE NOTE: you will not receive an email confirmation following completion of the employment application.)

- **Online background check:** A satisfactorily completed expanded criminal background check is required by Indiana state law for all school personnel. To request an electronic invitation to begin the online background check, please email Denise Hoke at dhoke@mccsc.edu. Minimum fees are $28.65; payable by the candidate.

- **Orientation meeting:** Attendance at an MCCSC Guest Teacher Orientation is mandatory for all candidates. Please see schedule below for upcoming dates/times, meeting duration is approx. 1 ½ - 2 hours. Due to social distancing requirements for Covid-19, a reservation is required. Please contact Denise Hoke at dhoke@mccsc.edu to register for an orientation.

**CANDIDATE REQUIREMENTS:**

*(You may attach any required documents to your online application or bring with you to the orientation meeting)*

- Online employment application, please include references with email addresses
- Guest teacher candidates must be a minimum of 21 years of age
- Two satisfactory letters of recommendation
- Resume
- College transcripts documenting a minimum of 24 credit hours
- Two pieces of valid ID (please bring ID with you to the orientation meeting), acceptable ID’s: valid passport - OR - driver’s license with additional ID: either a social security card or birth certificate
- Satisfactory completion of the expanded criminal background check required by Indiana state law for all school personnel
- Universal Precautions/Epi Pen training—at time of orientation or provide proof with date of attendance from another source, must be less than one year old
- Valid Indiana Substitute Permit or Indiana Teacher's License
- Final review and approval of application materials by Dr. Andrea Mobley, Assistant Superintendent for Human Resources and Operations

**LICENSING:**

Guest Teachers for the Monroe County Community School Corporation must hold either an Indiana Teachers License or an Indiana Substitute Permit. The Indiana Substitute Permit can be obtained via the Indiana Department of Education website: [http://www.doe.in.gov/licensing/application-instructions-step-step](http://www.doe.in.gov/licensing/application-instructions-step-step)

- 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; the permit is valid for three years

**PAY SCALE:**
Effective January 1, 2020
Daily rates:
- $76.12 per full day for those with a Substitute Teacher’s permit
- $38.06 per half day (4 hours or less) for those with a Substitute Teacher’s permit
- $86.99 per full day for those with a valid Indiana Teacher’s license
- $43.49 per half day (4 hours or less) for those with a valid Indiana Teacher’ license
- $103.31 per full day for MCCSC retired teachers
- $51.65 per half day (4 hours or less) for MCCSC retired teachers

Substitute Secretary (additional training is required): $12.00 per hour

**ORIENTATION LOCATION and DATES:**
Guest Teacher/Guest Paraprofessional orientations are held at the MCCSC Administration Building, Room 30, 315 E. North Drive, Bloomington, Indiana, 47401. Due to the Coronavirus, all dates and time are subject to change.

- Thursday, September 10 10:00 AM
- Friday, September 25 1:00 PM
- Thursday, October 1 10:00 AM
- Thursday, November 5 10:00 AM
- Thursday, December 3 10:00 AM
- Thursday, January 7 10:00 AM
- Thursday, February 4 10:00 AM
- Thursday, March 4 10:00 AM
- Thursday, April 1 10:00 AM
- Thursday, May 6 10:00 AM

**RESERVATION IS REQUIRED, PLEASE CONTACT DENISE HOKE AT THE INFORMATION LISTED BELOW TO REGISTER FOR AN UPCOMING ORIENTATION**

*Denise Hoke, MCCSC Guest Teacher Coordinator*
Email: dhoke@mccsc.edu, Phone: 812-330-7700, ext. 52297