



OUR DISTRICT NEEDS YOU!



EDUStaff is an educational staffing company who specializes in training and providing quality substitute teachers (or guest teachers), substitute paraprofessionals, and other employee types to our partnering school corporations. Founded in 2010, EDUStaff has quickly become known in the educational community for providing outstanding customer service to our partnering school corporations, our external employees and our guest teachers!

TO QUALIFY TO BE A SUBSTITUTE TEACHER, YOU MUST HAVE...

- ✓ Social Security and Address Verification
- ✓ Expanded criminal history background check
- ✓ Indiana Department of Child Services check
- ✓ Additional state DCS based on address history
- ✓ Substitute permit with a copy of official transcripts, or copy of teaching certificate (current)
- ✓ Pay all associated fees
- ✓ Complete EDUStaff's process

SUBSTITUTE PERMIT REQUIREMENTS

Note: Non-certified teachers are required to have a substitute permit, which is applied for by the applicant.

- ✓ Be 18 years of age or older
 - ✓ Hold a high school diploma
 - ✓ Meet the requirements set forth by the screening process of each school corporation and EDUStaff
- Note: While the Indiana state minimum requirements are to hold a high school diploma and be 18 years of age, each school corporation can set additional requirements above the state minimum*
- ✓ Apply via the Indiana Department of Education's Licensing Verification and Information System (LVIS)

EXPANDED CRIMINAL HISTORY BACKGROUND CHECK INCLUDES...

- ✓ Social Security and Address Verification
- ✓ County Criminal Search (completed for each state lived in)
- ✓ Federal criminal search (completed for each state lived in)
- ✓ Indiana participating courts (State of Indiana check only)
- ✓ Indiana Department of Child Services Index Check (DCS)
- ✓ If lived in Indiana for 10+ years, no additional state DCS checks are needed
- ✓ If address history indicates multiple states within a 10-year period prior to date of check, then DCS check is required for each of those states

Note: Applicant is responsible for the required fees

HOW TO APPLY

Log on to www.EDUStaff.org

For more information contact our customer service department.



www.EDUStaff.org | 877.974.6338

