

Dear Substitute Applicant:

Thank you for your interest in working as a classified substitute for Coventry Local Schools.

The following information is intended to help you understand the process of being employed as a substitute in the district. All steps must be completed, in the order, prior to you being placed on the official substitute listing.

With this letter is an application, or you may download an application from the website. Once you have completed the application, please return it to Tina Gable in the Superintendent's Office. Please note: it is not necessary to meet with anyone when you deliver your application. You may also mail or fax your application to the above address or number. You may attach a resume as well. Your application will be reviewed and forwarded to the appropriate supervisor in charge of the area(s) in which you wish to substitute. You may be called for an interview, at the discretion of the supervisor. Please provide the phone number at which you can most easily be reached. If you do not hear from us, your application will be kept on file for six months and periodically reviewed as other openings become available.

If chosen as a substitute, you will be required to have the state-mandated BCI and FBI background checks completed (information is attached). The substitute applicant covers the cost of the fingerprinting. Please do not move forward with any pre-employment steps until you have had an interview and been given permission to move ahead with your required background checks. Upon receipt of a clear record of the required BCI and FBI background checks, you will be added to the substitute call list if you checked any of the following areas: ***clerical, custodial or cafeteria.***

Job descriptions for all positions requiring substitutes are posted on the district's website at [www.coventryschools.org](http://www.coventryschools.org). A current substitute pay scale is on the following page of this letter.

***Substitutes working directly with students (classroom, lunch, bus attendants/assistants) are required to hold an Educational Aide Permit. Directions for obtaining Educational Aide Permits from the Ohio Department of Education (ODE) are included in this application packet.***

Lisa A. Blough, Superintendent  
On behalf of the Coventry Board of Education

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**COVENTRY LOCAL SCHOOLS CLASSIFIED SUBSTITUTE**

**CURRENT HOURLY RATES**

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<b><u>POSITION</u></b>	<b><u>HOURLY RATE</u></b>
Custodial Helper	\$ 9.00
Bus Driver	12.00
Field Trip Driver	10.40
Secretary	8.70
Cook's Helper	8.70
*Attendants - Classroom, Lunch, Bus (1-3 students)	8.70
*Classroom Assistant	8.70
*Lunch Recess Assistant	8.70
*Educational Aide Permit Required	

## Procedures for the Online Application Process:



[www.ode.state.oh.us](http://www.ode.state.oh.us) – or - <https://safe.ode.state.oh.us/portal>

Sign in to your SAFE account. (If you do not have a SAFE account, follow the instructions for the sign-up process.)

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### Locate “ODE CORE” Tab - proceed as follows...

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★ Locate the Educator Licensure/**My Educator Profile** tab.

★ **My Information** will be the first screen you see. You should review and update any personal information (address, phone, email) that has changed, is missing, or is incorrect. Use the “pencil” icon under the Action column to edit. If changes are made, be sure to click SAVE to commit changes.

★ Next, using the drop-down options under the My Educator Profile tab at the top of the screen, choose **My Credentials** and follow these steps:

- ▶ *Step #1.* Next to the credential(s) due to expire locate the “Action” drop-down box. Choose “Renew,” change the effective year, and click “Add Renew Request.” You will now be entering the Application portion of the process.
- ▶ *Step #2.* Select Valid in Organization and Mail to Organization using **Coventry Local School District** or IRN #**049999** as search data.
- ▶ *Step #3.* Your application now needs the approval and signature of the Coventry Local Schools Superintendent. On the “search” icon next to the “Signature box”, search for IRN # **049999** (or type **Coventry Local School District**).
- ▶ *Step #4.* Complete the residency, background check and legal questions by clicking the ‘yes’ or ‘no’ boxes.
- ▶ *Step #5.* Check the “Applicant Signature” box to certify that all questions have been answered truthfully and to verify your signature.
- ▶ *Step #6.* Choose “Select and Pay” to input your credit card information (at this time, the State is not accepting Debit cards). Follow the prompts as they appear.

★ Any errors or omissions you have will appear in *red* at the top of the screen. After all steps are successfully completed, and payment has processed, the LPDC will receive an email notification that your application is pending the LPDC approval.

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## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

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Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

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Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

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## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason For Leaving: \_\_\_\_\_

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that Coventry Local Schools may want to verify the statements I have made in this application. I hereby give my permission for the Coventry Local School district, either at this time or any time, request records from previous employers; court records; and police records from any local, state, or federal agency keeping such records. I also authorize the Coventry Local School district to obtain oral and written recommendations from the persons listed on this application, from all previous employers, and from persons listed as personal references. I further understand that I may be requested to complete a test prior to being considered for employment, full-time, part-time, or on a substitute basis*

*I acknowledge being informed that, as a precondition to employment in the position for which I am applying, I must, in accordance with Ohio law, both provide a set of fingerprints and satisfactorily pass a criminal record check if I come under final consideration for employment. I recognize that there will be a charge and unless I pay the fee, I will not be considered for employment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_