



Thank you for your interest in substitute teaching for the Danville Community School Corporation.

To qualify for substitute teaching, you must be 18 years old and have a high school diploma or G.E.D. To apply, you must submit an online employment application through Applitrack at [www.applitrack.com/Danvillek12/onlineapp](http://www.applitrack.com/Danvillek12/onlineapp). When staffing requires an addition to staff, applications on file will be reviewed and you may be called for an interview.

If the interview goes well, you will be asked to do a background check and apply for a substitute teaching permit. If you do not currently have this permit, you may go to the Indiana Department of Education website at <http://www.doe.in.gov/licensing/substitute-permits> and apply for one. The cost to apply for a substitute teaching permit is approximately \$15 and is to be paid by the applicant. This fee will be collected during the application process on the DOE website. Your substitute teaching permit will be valid for substitute teaching at all Indiana school districts.

Indiana Department of Education requires that expanded criminal background checks and Department of Child Services checks be administered on all applicants working with children. (For more information regarding this policy, you may visit the Indiana Department of Education website at [www.doe.in.gov](http://www.doe.in.gov)). The fee for the expanded criminal background check is approximately \$30 and is to be paid by the applicant, as well. You can start this process at:

<https://secure.safehiringsolutions.com/app.cfm?id=AC1F128C-AAEF-4D44-9D15-C24549426031>

Applicants for substitute teaching who are hired by the Danville Community Corporation will have their names placed on our substitute teacher call list. Because of the ever-changing needs within the education setting, we are not able to guarantee or foresee how often our substitute teachers will be called to substitute teach.

The pay scale for Substitute Teachers/Instructional Assistants are based on license type as follows:

Substitute Teacher's Permit: \$80/day; \$40/half day  
Valid Indiana Teacher's License: \$85/day; \$42.50/half day  
Prior Retired Certified Teacher for DCSC: \$90/day; \$45/half day

THE **DANVILLE** DIFFERENCE