

Brookville Local School District



Timothy L. Hopkins
Superintendent
(937) 833-2181

Tiffany Hiser
Treasurer
(937) 833-5582

Jeffery J. Requarth
Dir. of Support Personnel
(937) 833-4724 / 833-0724 (fax)

Board of Education Offices
75 June Place
Brookville, Ohio 45309
Fax (937) 833-2787

Substitute Teacher Application Guidelines

If you are interested in becoming a substitute teacher at Brookville Local Schools, you will need to provide to our office the following documents for review prior to your approval:

1. Current Resume
2. Teaching License (substitute or regular)
3. BCI and FBI Background Check Report (must have been completed in the last 365 days)

For information regarding substitute teaching licenses, you will need to visit the Ohio Department of Education (ODE) website and follow their requirements for licensing. You can designate Brookville Local Schools as the "esignor" for your substitute license, once you have submitted your resume to the school. You can click [here](#) for the page regarding licensure.

You will find information regarding locations to obtain the BCI and FBI background check, along with the information as to where to send the report, at our website, [here](#). Background check reports take approximately 7-10 days to be received in our office. This sheet is for informational purposes only and you are not required to utilize any of these agencies.

You will also need to visit our website [here](#), to review and complete all payroll forms. When you have completed the forms, you can bring them to the Board Office, 75 June Place, Brookville, Ohio.

Once we receive your resume, license and background checks, our superintendent, Mr. Hopkins, will review the paperwork. Upon approval, we will advise our substitute coordinator, Mrs. Etter that you are approved and you will be placed on the substitute teacher list.

Please let me know if you have any questions or if I can assist you further.

Sincerely,

Wanda Denlinger
Adm. Assistant to the Superintendent
937-833-2181
denlingerw@brookvilleschools.org

*The mission of Brookville Local Schools is to challenge,
prepare, and support all students to realize their full potential.*