

# Indiana Employment Requirements

## General Requirements:

Individuals becoming a substitute teacher, para-professional, classroom aide, or other educational position must meet State and willSub requirements. In addition to these requirements, the applicant should have some basic experience related to managing a classroom of students to ensure learning objectives are achieved.

These will include:

- Be 18 years of age or older
- Excellent communication skills (written & oral)
- Highly organized with exceptional time management skills
- An interest in working with students of various age groups
- Ability to create a positive learning atmosphere, focused on student involvement/interaction
- Ability to manage conflict and obtain positive results
- Professional demeanor and personal integrity
- Ability to demonstrate safe work habits and maintain a safe environment for students
- Ability to successfully pass all criminal background checks
- Must complete all required on-line training modules provided by Global Compliance Network (GCN)
- Ability to travel to various buildings within the district(s)
- Adherence to all willSub policies and all school district policies/guidelines

## Permit & Education Requirements:

- The State of Indiana requires all substitute **teachers** to possess an unexpired Indiana teaching certificate **or** to obtain a substitute permit.

Individuals applying for substitute permits must:

- Hold a high school diploma or GED.
- Pay the appropriate **fee**
- Meet the requirements of the school corporation. (Please contact the school corporation for more information.)

*Additional permit information is available at the [Indiana Department of Education](#) website.*

- Permit applicants should apply via the Indiana Department of Education's [Licensing Verification and Information System](#) (LVIS) website.

*Substitute permits are valid for three years beginning on the date payment is received.*

## Background Check Information:

- A Safe Hiring Solutions background check and an E-Verify verification of eligibility are required.
- The appropriate **fee** must be paid.
- If these checks have been completed within the last 90 days and the district is willing to share, the results can be forwarded to PCMI for review.