

Indiana Employment Requirements

General Requirements:

Individuals becoming a substitute teacher, para-professional, classroom aide, or other educational position must meet State and PCMI requirements. In addition to these requirements, the applicant should have some basic experience related to all duties connected 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 PCMI 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 (A GED will not be accepted)
- 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.