



Substitute Employment

Dear Applicant:

We appreciate your interest in being a substitute classroom or bus aide, cook, custodian, maintenance worker, nurse, or secretary in the Little Miami Local School District. Please follow the procedures below to be placed on our substitute list.

1. Call Pam Coates (513-899-2264 x 50111) for an appointment to complete an application packet.
2. When you go to your appointment, bring your driver license and one of the following: a Social Security card, birth certificate, or passport. You will also need either a canceled check or to know your bank account routing number as payment checks are directly deposited into your account.
3. All applicants are required to submit an Ohio BCI civilian background check and a FBI background check from the Federal Bureau of Investigation. You may have the background check taken at Little Miami Intermediate School. Please contact Joanie Holbein, 513-899-2264 x 50105, to schedule an appointment. The prints are good for five years. There will be a charge of \$50 for the background check. Checks or exact change will be accepted. The background check is conducted through the National Web Check system. Results are usually available within 48 hours but may take up to 6 weeks during a busy season.

Once all paperwork is completed and your background check returns, your name will be submitted for school board approval. Once you have been approved, your name is added to our substitute list and sent to each school and department listed above. Administrators and Department Heads call substitutes on an as-needed basis.

If you have any questions, please feel free to contact me at either 513-899-2264 x 35111 or pcoates@littlemiamischools.com. Again, thank you for your interest in serving the Little Miami Local School District.

Sincerely,
Pamela M. Coates
Human Resources Director

Little Miami Local Schools
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<http://littlemiamischools.com>