

INSTRUCTIONS TO BECOME A TEMPORARY SUBSTITUTE TEACHER FOR BUCKEYE

- 1.) Go to the Buckeye website: www.buckeyeschools.info and complete an application on the Frontline System on the Buckeye website. Click on the About tab then select Employment.
- 2.) You must have current BCI and FBI background checks. If you do not, please contact the Ashtabula County Educational Service Center at 440-576-9023 to schedule an appointment to have them completed. The cost is \$60 for both.
- 3.) If you do not already have an account at ODE (Ohio Dept. of Education), you must create one using the link below:

<https://safe.ode.state.oh.us/portal/>

- 4.) Once the account is created at ODE, apply for the temporary substitute teaching license and use the Buckeye District IRN #**045856**. The cost is \$25. After your license is issued, please submit a copy to the Board Office.
- 5.) Complete New Hire paperwork available in the Treasurers' Office.
- 6.) You will then be placed on our substitute teaching list.