



Barbara M. O’Block, Ed.D., Superintendent of Schools
 Diocese of Gary
 9292 Broadway
 Merrillville, IN 46410
 219-769-9292

Dear Applicant:

Thank you for your interest in applying for a substitute position in the Diocese of Gary Catholic schools. Once the application and the accompanying documentation are received, the Schools Office shall provide a current listing of substitute teachers periodically to principals.

All substitutes shall be paid the diocesan-wide substitute stipend as indicated in the chart on the application. Substitutes do not receive benefits.

The basic requirements for substituting in our Catholic schools:

- ❖ A minimum of 60 college hours or a two-year degree (include transcripts)
- ❖ A professional, standard, or reciprocal teaching license
- ❖ A current Substitute Teaching Certificate (optional)
(NOTE: If you hold a professional, standard, or reciprocal license, you do not need a substitute certificate to serve as a substitute teacher.)
- ❖ A limited criminal history report from the Indiana State Police (form included)
- ❖ Attendance at a Protecting God’s Children training session and continued online training through Virtus (information enclosed)

1. The applicant must complete the enclosed Application for Substitute Teaching and return it to the Catholic Schools Office. If applicable, please include a copy of your teaching/substitute license.
2. A map of the cities where our schools are located is enclosed. Please indicate on the map in which of the cities you would be interested in accepting a substitute position. Please return this form with your application.
3. Submit a resume and request that the official transcript(s) of your undergraduate and/or graduate work be sent to this office by your college(s).
4. As of July 1, 1997, all applicants are required to complete a Criminal History Check. Information about obtaining this is enclosed in this packet.

We are pleased that you have expressed an interest in our Catholic Schools and look forward to receiving your application. Thank you!

CHECKLIST:

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|---|--|
| <input type="checkbox"/> Substitute Teacher Application | <input type="checkbox"/> Copy of Teaching /Substitute License |
| <input type="checkbox"/> Map of Teaching Preference Cities | <input type="checkbox"/> Resume |
| <input type="checkbox"/> Indiana Criminal Background Check Form | <input type="checkbox"/> Out of State Criminal Background Check Form |
| <input type="checkbox"/> Official college Transcript(s) | (if applicable) |