



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 (check the diocesan website for training sessions available – www.dcgary.org – Virtus Training Sessions)

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.
5. Attend a Virtus training session; register with www.virtusonline.org and print out a certificate of attendance; mail with application documents.

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) |
| <input type="checkbox"/> Copy of Virtus Training Certificate | |