

How to become an Emergency Substitute Teacher

Thank you for your interest in working as a Substitute Teacher. If you have any questions during this process, please call! We are happy to help you navigate this process!

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KSDE Licensure Process:

1. Complete the Kansas State Department of Education Emergency Substitute licensure application at www.ksde.org. (You will need 60 college credits to qualify.)
2. Pay the application fee of \$60.00. There is also a \$3.00 processing fee.
3. Send official transcripts where directed after applying.
4. Complete your KBI fingerprint check. If you need direction on where you can get that done, please contact Terrie Hamilton at 913-780-8089.

Ready to start the hiring process?

1. Complete an online application with the Olathe Public Schools (www.olatheschools.org). First go to the human resources tab, then click the employment opportunities tab.
2. If you start the application, then jump to mark the position of substitute teacher it will shorten the length of the application for you. You can go back anytime to add additional positions.
3. Once you have submitted the application, we will email onboarding forms for you to begin working on. Please get these ready so when the license is ready you can bring in all the paperwork and get signed up!
4. After you submit your paperwork, and your background check has cleared, you will be invited to attend an orientation. ***To expedite the process, you are welcome to see if there is room in an upcoming orientation near the time you expect to get your license. Call Shelly at 913-780-8268 to reserve a spot!*