



## Apollo Career Center Substitute Teaching Positions

Apollo Career Center desires to hire qualified individuals as high school substitute teachers in academic and trade areas. Positions are for full- or half-days on an as-needed basis (\$110 per full day). Applicants must have, or have the ability to obtain, a substitute teaching license. Ohio offers various substitute teaching license including a 1-Year Temporary Non-Bachelor's Substitute Teaching License for applicants who do not hold a post-secondary degree.

Retirees are encouraged to apply.

Applicants will need to submit:

1. Completed Apollo application.  
*(available at <https://www.apollocareercenterhs.com/jobs-at-apollo/>)*
2. Copy of substitute teaching license.
3. Copies of BCI and FBI background checks that are less than 1 year old.  
*(If needed, Apollo's Adult Education office completes background checks on a walk-in basis for anyone, Monday-Friday, 8 a.m. - 5:30 p.m. The cost is \$35 each for BCI & FBI.)*

Submit the required materials to:

Mail: Apollo Career Center  
Attn: Joan Barton  
3325 Shawnee Road  
Lima, OH 45806  
Email: [joan.barton@apollocc.org](mailto:joan.barton@apollocc.org)  
Phone: 419.998.2911

If you have questions regarding the licensure process, background checks, etc., please contact:  
Joan Barton (contact information above)

If you have specific questions regarding substituting in the high school, please contact:  
Sara Stemen, H.S. Principal's Administrative Assistant  
[sara.stemen@apollocc.org](mailto:sara.stemen@apollocc.org)  
419-998-2973

Apollo is an equal opportunity employer.