



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 (\$120 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. Directions for applying for a substitute teaching license can be found at <https://sboe.ohio.gov/educator-licensure/apply-for-a-new-license/substitute-licenses>

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-Thursday, 8 a.m. - 5:00 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
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
419-998-2973

Apollo is an equal opportunity employer.

