



**Archdiocese of Louisville
Office of Catholic Schools
Substitute Teacher Requirements**

In order to work as a substitute teacher in the Archdiocese of Louisville, an applicant must have the following documents for a completed application:

- 1) A completed substitute teacher application available at <http://tiny.cc/SubApp>
 - a. This includes the Employment/Volunteer Inquiry Release Form on pages 4-5 of the application. This authorizes the Archdiocese to run a criminal background check for the applicant.
- 2) Copy of valid Kentucky Teaching Certificate or SOE/Confirmation of Employment Form (if applicable)
- 3) An up-to-date resume
- 4) College Transcript- official transcript from college or university required (college transcript must show at least 60 hours of college credit)
- 5) Two letters of reference- It is preferred that reference letters come from a supervisor or professor and on official letterhead and signed. Other sources may include a pastor, volunteer coordinator, or someone who can speak to the applicant's experience teaching and/or working with children.
- 6) Three Student Teaching Evaluations or Three Final Appraisals from a prior teaching position (if applicable)
- 7) Employment/Volunteer Inquiry Release Form (included in the application)
- 8) Proof of Safe Environment Training- This training does not expire. A copy of the certificate provided after the training will serve as proof of completion.
 - a. If applicant needs to attend a session, the training schedule can be found at <http://tiny.cc/SETDates>

For questions regarding substitute teacher applications, please contact:

Lori Weiter
Secretary- Office of Catholic Schools/Superintendent Office
Archdiocese of Louisville Pastoral Center
lweiter@archlou.org

Completed applications should be mailed to:

Archdiocese of Louisville Pastoral Center
Attn: OCS/Lori Weiter
3940 Poplar Level Road
Louisville, KY 40213