

Substitute Teacher Employment Process

In order to process your application and satisfy all hiring requirements, you will need to follow these steps:

1. Complete an online USD 500 “**Substitute Teacher Application**” at www.kckps.org click on “Employment” and then “Apply for Jobs”. Search for “Substitute” choose Substitute Teacher. Complete the application. One of your references must be an employer, former employer or supervisor. (Please do not list relatives.)
2. ***In order to substitute teach you must have a teaching license.***

If you do not have a teaching license and have at least 60 hours of college credit you may apply for an **Emergency Substitute License** at www.KSDE.org. The cost for the license is \$39.00. In addition, if this is your first emergency teaching certificate, then you must also complete a **fingerprint process**. There is a \$44 charge and this process can take 4 weeks to 8 weeks to clear, so do this step as soon as possible. Fingerprint cards can be ordered at the KSDE website. You will not receive your certificate until KSDE has received the results of your fingerprints, official transcripts and license fee.
3. You will need a certified copy of your college transcript reflecting a minimum of 60 college credit hours to send to KSDE when applying for your Emergency Substitute teaching license.
4. Human Resources will review your Application. When your references are received, you may be contacted for an interview by the Substitute Office.
5. **If you are offered employment you will need to complete a Certification of Health,** consisting of a TB test and physical that must be performed by a Physician, Physician’s Assistant (PA), Advanced Registered Nurse Practitioner (ARNP) and cannot be more than a year old.
6. Transcript Copy: A copy of your transcript for Human Resources is needed after you have been offered employment.

[New Certification Fingerprint Requirements](#)

All applicants for initial Kansas certification and any applicant whose certificate has been expired six months or more will be required to submit a fingerprint card for a criminal history records check. Fingerprint cards will be submitted to the Kansas Bureau of Investigation (KBI) and the Federal Bureau of Investigation (FBI) for clearance. Fingerprint cards need to be submitted in the manner described on the fingerprint card instructions.

A certificate will not be issued by KSDE until a criminal history records check clearance is confirmed. Applicants are required to submit a check or money order payable to Kansas State Department of Education (KSDE) in the amount of \$44.00 for the background check submitted with the fingerprint card.

If an application for a certificate is submitted six months after a background check clearance is received, a new set of fingerprints and payment for a new clearance will be required.

Special fingerprint cards and pre-addressed envelopes are available at the Kansas City, Kansas Human Resources Office, or the Kansas State Department of Education, Topeka, Kansas, www.KSDE.org .

An employee will not be able to begin employment until this background check has been completed and cleared.

Fingerprinting may be done at:

Kansas City, Kansas Police Dept	Fingerprinting done every weekday
Central Patrol	AM schedule 8:30 am – 11:00 am.
700 Minnesota Ave	PM schedule 1:30 pm – 3:30 pm.
Kansas City, KS 66101	Applicants must bring driver's license and fingerprint cards. There is a \$5.00 processing fee , cash, credit card, personal checks are accepted.
(913) 573-6170	

You may wish to use another law enforcement agency to be fingerprinted. If so, contact that agency for specific information.

If you have questions, please contact the Substitute Teacher's Office, Sheffer Wynn, (913) 279-2260 or Rose Vasquez, (913) 279-2254.