

# MEMORANDUM

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Metropolitan School District of Warren Township

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To: Guest Teacher Applicants  
From: Brian Simkins, Assistant Superintendent for Human Resources  
Regarding: Guest Teacher Information

Thank you for your interest in becoming a valuable guest teacher for the Metropolitan School District of Warren Township. We are looking for committed and responsible individuals who want to enhance the learning experience of our students. The current pay for our guest teachers is \$80 per day. Retired Warren teachers will be paid \$100 per day. We also offer a bonus pay of \$100 after every 20th day serving as a Guest Teacher, **with a substitute permit and a bonus pay of \$140 after every 20th day for those guest teachers having a valid Indiana teaching license.**

Warren Township Schools uses the nation's leading automated substitute placement and absence management system, AESOP. Using a touch-tone telephone or via the internet, our guest teachers can search for available jobs, accept jobs, and make changes to their personal information. AESOP also calls our guest teachers to offer substitute positions.

## Guest Teacher Requirements:

- High school diploma, **sixty** college credit hours from an accredited college or university or having passed the ParaPro Praxis, [1-800-772-9476](tel:1-800-772-9476), [www.ets.org/parapro](http://www.ets.org/parapro) is preferred but **not** required.
- A substitute teacher permit or valid Indiana teaching license/certificate.

If you are interested in becoming a guest teacher for Warren Township Schools, please apply online at <https://warren.applicantportal.com/applicant/login.php>. You will be contacted either via email or telephone to set up a time for an interview.

**For the interview, please bring a copy of your high school diploma, transcripts from an accredited college or university to verify your 60 credit hours, or a copy of your Para Pro Praxis scores. You will also be asked to complete a background authorization form during the interview, and we will need to make a copy of your driver's license and social security card at that time.** If you already have a valid teaching license or substitute teacher permit, please bring a copy as well. **If you do not have a substitute permit, instructions on how to apply will be given to you after the background check, Safe Hire, has been successfully completed.. You will receive an email from Judith Jackson with complete instructions attached for the process of obtaining your permit.**

Pending a successful reference and background check, you will be invited to attend an orientation session. At the time of orientation, you will be asked to complete new hiring paperwork. Orientation sessions are held at the Warren Education and Community Center located at 975 North Post Road. Depending on the number of new guest teachers in attendance, an orientation session typically lasts three to four hours. During the orientation, our Guest Teacher Coordinator, Donna Studevent, will share a wide variety of information that will be beneficial to you as you approach your first day as a guest teacher in our schools.

The agenda for the orientation session will include the following:

- Welcome and introductions
- An overview of our Guest Teacher Handbook
- Aesop training
- Picture ID cards
- Questions and answers
- Evaluation of orientation

**We pay new guest teachers \$35 for attending an orientation.** Following the conclusion of your orientation, your information will be entered into our payroll system and the AESOP system. **This may take a few days.** You will **then receive an email with your Employee ID Number and AESOP log-in information.** You are now able to access AESOP by dialing 1-800-94-AESOP (1-800-942-3767) or online at [aesoponline.com](http://aesoponline.com)

On behalf of the students, teachers and administrators of the Metropolitan School District of Warren Township, thank you for your willingness to serve as a guest teacher.

## **ADDITIONAL SUBSTITUTE INFORMATION**

[Guest Teacher Handbook](#)

[School Locations](#)

[School Contacts](#)

[2017-18 School Calendar](#)

[Access Employee Portal](#)

Questions? Please contact Donna Studevent at 317-869-4300, ext. 4379 or Judy Jackson ext. 4390.