

State School Employment Requirements

1. General Requirements (All States):

2. Individuals becoming a substitute teacher, para-professional, classroom aide, or other educational position must meet State and ESS Midwest requirements. In addition to these requirements, the applicant should have some basic experience related to all duties connected to managing a classroom of students to ensure learning objectives are achieved. These will include:

- Be 18 years of age or older
- Excellent communication skills (written & oral)
- Highly organized with exceptional time management skills
- An interest in working with students of various age groups
- Ability to create a positive learning atmosphere, focused on student involvement/interaction
- Ability to manage conflict and obtain positive results
- Professional demeanor and personal integrity
- Ability to demonstrate safe work habits and maintain a safe environment for students
- Ability to successfully pass all criminal background checks
- Must complete all required on-line training modules provided by Global Compliance Network (GCN)
- Ability to travel to various buildings within the district(s)
- Adherence to all ESS Midwest policies and all school district policies/guidelines

3. State specific requirements: Work state & district will be selected after you create your account

1. Certifications and Licenses

- The State of Arkansas requires all substitute teachers to have a High school diploma or GED
- Some districts increase pay based on education level and certifications. Education levels and certifications must be verified with "OFFICIAL" United States accredited college transcripts and/or State of Arkansas teaching certificates.
- Additional information is available at the [Arkansas Department of Education](#) website.

2. Background Check Information

- Arkansas State Police, FBI, and Child Maltreatment Central registry background checks are required
- The appropriate **fee** must accompany the background check application.
- Links to available forms are provided during the application process.
- If you are changing employers or have not had your background check done within the past year, a new background check is required to begin employment. Arkansas Act 1040 of 2019 now requires a new background check every 5 years.
- Additional information is available at the [Arkansas Department of Education](#) website.
- It may take up to 60 days for results to be posted (ESS Midwest has no control over this timeframe). Applications cannot be processed until the ASP, FBI and CMC results are posted.

I have read and understand the selected state's requirements for school employment.