



Thank you for your interest in a position with Ottawa Hills Local Schools. Please download the appropriate application and mail it to the address below. Applications are kept on file for one year, and when a vacancy occurs your information will be reviewed. All materials should be sent to Ms. Cathleen Heidelberg, Superintendent.

The following documents are required in order to consider your application to be complete:

Administrative Positions

1. Completed application form
2. Letter of application
3. Résumé
4. Three current letters of reference
5. College transcripts
6. Copy of Ohio administrative certificate or license
7. Copy of the results of your criminal record checks* (both BCI&I and FBI)

Teaching Positions

1. Results of either the Pre-Professional Skills Test (PPST) or the National Teacher Exam (NTE)
2. College transcripts
3. Three letters of recommendation
4. A copy of your valid teaching certificate
5. A copy of the results of your criminal record checks* (both BCI&I and FBI)

Substitute Teaching Positions (compensation for substitutes is currently \$85 per day)

1. A copy of your valid teaching certificate or substitute license
2. A copy of the results of your criminal record checks* (both BCI&I and FBI)

Support Staff Positions

1. A copy of the results of your criminal record checks* (both BCI&I and FBI)
2. Three letters or recommendation

* Criminal record checks must have been completed within the last year.

If you wish to include other information when you mail this application, please do so. Feel free to email me at oh_llc@nwoca.org or to call me at 419-536-6371 if you have any questions.

Again, thank you for your interest in Ottawa Hills Schools.

Sincerely,

Linda Costell

Executive Assistant to the Superintendent
Ottawa Hills Local Schools
3600 Indian Road
Toledo OH 43606