**LESD Employment Requirements**

### Classified Substitutes

**Requirements:**
- Classified Application
- Get Safety Trained
- ID & SSN
- TB Clearance (valid within 4 years)
- High School Diploma/GED

**Fingerprints:**
- $52 exact at the District (cash only)
- $15 at KCSOS (credit and/or debit card-NO CASH)
- $67 total
- Live Scan
- Board Approval

**Available Substitute Positions:**
- Bus Aide
- Cafeteria Aide
- Custodian/Maintenance
- Yard Duty

**Additional Substitute positions & Requirements**

The following positions require (48+ college units/CODESP or AA):
- Health Aide
- Instructional Aide
- Reading Lab Aide

The following positions require a typing certificate with 35+ WPM
- Clerical

**Certificated Substitutes**

All Applicants must apply directly through KCSOS Credential Services Department and be active in the County-wide substitute list.

**Requirements:**
- Certificated Application
- ID & SSN
- Temporary County Certificate (TCC) or a detailed copy of permit/credential
- Fingerprint clearance (white 1/2 sheet)
- TB Clearance (valid within 4 years)
- Medical Examination
- CANRA–Child Abuse Neglect Reporting Act Certificate
- Information Necessary for Substitute Teaching form

**Fingerprints:**
- $52 exact at the District (cash only)
- $15 at KCSOS (credit and/or debit card-NO CASH)
- $67 total
- Live Scan
- Board Approval

**Note:** All applications need Board approval, unless they worked last season (1 year) and all requirements have been met.

### Seasonal Coaches

**Requirements:**
- Classified Application
- Get Safety Trained
- ID & SSN
- TB Clearance (valid within 4 years)
- Valid CPR
- High School Diploma/GED

**Fingerprints:**
- $52 exact at the District (cash only)
- $15 at KCSOS (credit and/or debit card-NO CASH)
- $67 total
- Live Scan
- Board Approval

**Volunteer Work**

*Meets with School Principal*

**Requirements:**
- Volunteer Application
- Valid ID (must be at least 18)
- Volunteer Commitment Form
- TB Clearance (valid within 4 years)
- Megan’s Law clearance

**Fingerprints:**
(Only if volunteering more than 10 hrs. a week)
- $52 exact at the District (cash only)
- $15 at KCSOS (credit and/or debit card-NO CASH)
- $67 total
- Live Scan

**Note:** All applications need Board approval.
Please complete the following three (3) short online courses:

- Blood Borne Pathogens
- Mandated Child Abuse Reporting For Educators
- Sexual Harassment (Non-Supervisors)

New User Registration:

1. For first time registration, go to www.getsafetytrained.com
2. Select the blue letters that say, "Are you a New User?" in the User Sign In Box.
3. Select the L for Lamont School District from the drop down list and then click Sign In.
4. Select Lamont School District and click Submit. It will ask you to verify if you selected the correct District. Choose Yes or No.
5. Complete the registration form with name, job title, email address, create a password, etc., and click Agree.
6. You will then be directed to your personal training page.

If you do not see any courses assigned, use the link view all Courses to see the entire list of course available.

User Sign In (after you have registered as a new user):

1. Go to www.getsafetytrained.com to the User Sign In Box.
2. Select the letter L for Lamont School District from the drop down list and then click Sign in.
3. Enter the email address you used to register.
4. Enter your password.
5. Select Lamont School District and click Submit.
6. You will be directed to your personal training page.
7. From your personal training page, you may edit your personal information, take an online training course, view available, required, completed or past-due courses, and print your certificate.