



# Calhoun Community Unit School District #40

101 Calhoun Ave., Hardin, IL 62047 • P: 618-576-2722 • F: 618-576-2641

## Home of the Warriors



Superintendent Andrea Lee

Calhoun High School Principal Cheri Burris • Calhoun Elementary Principal Christie Lorschach

### Certified Substitute Calhoun Unit #40 Requirements

If applying for a Certified Substitute position through Calhoun Unit #40, below are the requirements.

- Calhoun Unit # 40 online application
- Background check completed by Faith's Law (District Office)
- Fingerprints done by the ROE, appointment scheduled by the District Office
- Hired as a substitute by the Calhoun Unit # 40 School Board
- Calhoun Unit # 40 employment paperwork

If applying for a Certified Substitute position through the ROE, below are the requirements.

- Calhoun Unit # 40 online application
- Turn in ROE paperwork (Fingerprint confirmation) to the District Office
- Background check completed by Faith's Law (District Office)
- Hired as a substitute by the Calhoun Unit # 40 School Board
- Calhoun Unit # 40 employment paperwork

Any questions, please contact Human Resources at (618) 576-2722.