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IMPORTANT INFORMATION FOR SUBSTITUTE TEACHERS

On behalf of Mid-Ohio Educational Service Center and our school districts in Ashland, Crawford, Morrow and Richland Counties, we welcome you as a substitute teacher.

Mid-Ohio ESC provides substitute services for our client districts, non-public, community and alternative schools in four counties. We are the keeper of records and responsible to provide the districts with a Board approved certified and credentialed list.

Information for Substitute Teachers

Employment

Substitute teachers are **not** employees of Mid-Ohio ESC and are **not** entitled to unemployment, Workers' Compensation, or additional employment benefits through Mid-Ohio ESC. Mid-Ohio ESC will **not** complete verification of employment.

Substitute Pay

Substitute teachers are paid by the districts that they work in. We will provide you with a substitute daily pay rate summary upon request.

Distribution of Substitute List

The Mid-Ohio ESC substitute list must be approved by our Board of Governors before it is sent to the districts. Our Board meets the third Wednesday of every month. Following Board approval, the list is sent to the district(s) you have indicated you would like to substitute in.

Additional Application Process Varies by District

Some school districts require an additional application or paperwork. Please check with the district(s) that you signed up to substitute in to complete their paperwork/application process. Individuals applying with only a high school diploma must interview with each district selected. Some districts do not hire without a minimum of an Associate's or Bachelor's Degree.

Frontline

Frontline is an automated substitute placement service for K-12 school districts. Rather than the traditional substitute calling programs used in the past, many of our school districts use Frontline which completely automates the process of substitute placement. It is your responsibility to read and acknowledge the Frontline guidelines. Mid-Ohio ESC does not use, nor are we affiliated with the Frontline program. Each district using Frontline will set up an account for you.

Appearance

The districts expect all substitute teachers to dress professionally and appropriately as you will be serving as role models for students and co-workers.

Attendance

Substitutes are required by the districts to arrive on time and remain in the building until the end of the workday. Arriving late or leaving early from an assignment could result in a reduction of pay and/or one's removal from the district sub list. We suggest that you always arrive 15 minutes prior to your assignment.

Non-Discrimination Statement

The Mid-Ohio ESC does not discriminate based on race, color, religion, national origin, sex, disability, sexual orientation or age in its programs and activities, including employment opportunities.

The services and quality of work that you perform as a substitute are highly valued, as you have the potential and ability to make a positive contribution and impact to the work of our schools.

By agreeing to serve as a substitute teacher you are accepting full responsibility for the tasks that you are assigned. Through your work with our school districts you agree to abide by their policies, rules, and regulations.

Substitute teachers may be discharged for any reason without recourse to the grievance procedure. Substitute teachers may also be removed from the substitute call list at the discretion of each individual school district.

Code of Professional Conduct for Ohio Educators

It is expected that all substitute teachers adhere to the Code of Professional Conduct for all Ohio Educators which include:

- Educators behave in a professional manner
- Educators always maintain a professional relationship with students, inside and outside of the classroom
- Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law
- Educators adhere to federal, state, and local laws and statutes
- Educators comply with state and federal laws regarding confidential information
- Educators serve as positive role models and do not use, possess, or distribute illegal or unauthorized drugs
- Educators ensure that school property, public funds or fees paid by students or community are used in the best interest of students and not for personal gain
- If a district makes a professional misconduct report to ODE concerning a sub, that sub will immediately be removed from the Mid-Ohio ESC sub list until we receive notification of findings.

From all of us at Mid-Ohio Educational Service Center we extend our best wishes for your success as a substitute teacher and thank you for your interest in helping young people become skilled, competent, and caring citizens.

**CONFIDENTLY LEADING THROUGH
COLLABORATION, CUSTOMIZATION AND CREATIVITY**