



Linda T. Keller
Superintendent

Lorraine A. Earnest
Treasurer

IMPORTANT INFORMATION FOR SUBSTITUTE TEACHERS

On behalf of Mid-Ohio Educational Service Center and our school districts in 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 three counties. We are the keeper of record 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.

Sub Pay

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

Distribution of Substitute List

The Mid-Ohio ESC sub 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 sub 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 sub in to complete their paperwork/application process.

AESOP

AESOP is an automated substitute placement service for K-12 school districts. Rather than the traditional sub calling programs used in the past, many of our school districts use AESOP which completely automates the process of substitute placement. If the school district is using the AESOP system the district will contact you and provide you with a user name and password. It is your responsibility to read and acknowledge the AESOP guidelines. Mid-Ohio ESC does not use, nor are we affiliated with the AESOP program.

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 work day. 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 on the basis of 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 maintain a professional relationship with students at all times, 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 in regards to 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**