

**TRI-COUNTY SCHOOLS**  
**SUBSTITUTE EDUCATIONAL AIDE/STUDENT**  
**MONITOR APPLICATION**

(also available at our website [www.tricountyesc.org](http://www.tricountyesc.org))

Date \_\_\_\_\_

Mr. Mrs. Miss \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

\_\_\_\_\_ Alt. Phone No. \_\_\_\_\_

Other names which may appear on official documents (e.g. maiden) \_\_\_\_\_

In case of an emergency notify:

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

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Check Employment Preferences (applicant may change these through a call to our office):

\_\_\_\_\_ I wish to serve all Schools in: \_\_\_\_\_ Ashland County Schools  
\_\_\_\_\_ Holmes County Schools  
\_\_\_\_\_ Wayne County Schools

\_\_\_\_\_ I wish to serve only: \_\_\_\_\_

\_\_\_\_\_ Days or dates I'm not available: \_\_\_\_\_

\_\_\_\_\_ I would prefer:      No Preferences \_\_\_\_\_      Middle Childhood (4-9) \_\_\_\_\_  
   Early Childhood (Pre K-3) \_\_\_\_\_      Adolescent-Young Adult (7-12) \_\_\_\_\_

\_\_\_\_\_ I am willing to work with special needs children.

\_\_\_\_\_ I would be willing to sub ½ day if needed.

\_\_\_\_\_ I have tested positive or have been exposed to Tuberculosis.

\_\_\_\_\_ I was born in a country other than the United States.

\_\_\_\_\_ I have resided outside of the United States for more than 30 consecutive days.

\*If you checked any of the last 3 statements, you are required to have a **TB test** done within the last 90 days\*

**NOTE: A VALID OHIO EDUCATIONAL AIDE PERMIT must be on file in the Tri-County Educational Service Center before you can be officially employed or paid. If one is not on file from previous years, bring it in so a copy can be made and filed. You will retain the original. We require all applicants to be designated ESEA qualified on their Educational Aide Permit. All substitute applicants are required to attend our **New Substitute Teacher Orientation** prior to substituting.**

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For Office Use:

_____ Application	_____ I-9 Form (copy SS & DL)
_____ Signed Contract	_____ BCI & FBI Check
_____ Valid Ohio Teacher Aide/Monitor Permit	_____ Completed Orientation
_____ Transcripts (48 sem. hrs.) (72 qtr. hrs.) (ParaPro)	_____ Skin Test (TB test may be required)

**(over)**

**OTHER LEGAL**

**READ CAREFULLY**

All applications for employment are subject to a criminal records check through the Bureau of Criminal Identification and Investigation and Federal Bureau of Investigation pursuant to the authority of Section 3319.32 and Section 109.57, Revised Code.

**Please see the following list of disqualifying crimes:**

- |  |   |  |
|--|---|--|
| Aggravated Murder                                      | Corruption of a Minor                                     | Illegal Use of a Minor in Nudity-<br>Oriented Material/Performance |
| Murder   | Gross Sexual Imposition                                   | Aggravated Robbery   |
| Voluntary Manslaughter                                 | Sexual Imposition   | Robbery  |
| Involuntary Manslaughter                               | Importuning   | Aggravated Burglary  |
| Felonious Assault                                      | Voyeurism   | Burglary   |
| Aggravated Assault                                     | Public Indecency  | Abortion Without Informed Consent                                  |
| Assault  | Felonious Sexual Penetration                              | Endangering Children   |
| Failing to Provide for Functionally<br>Impaired person | Compelling Prostitution                                   | Domestic Violence  |
| Aggravated Menacing                                    | Promoting Prostitution                                    | Carrying Concealed Weapons   |
| Patient Abuse or Neglect                               | Procuring   | Having Weapons While Under Disability                              |
| Kidnapping   | Prostitution  | Improperly Discharging Firearm at<br>or into Habitation or School  |
| Abduction  | Disseminating Matter Harmful to<br>Juveniles              | Corrupting Another with Drugs                                      |
| Child Stealing   | Pandering Obscenity                                       | Drug Trafficking   |
| Criminal Child Enticement                              | Pandering Obscenity Involving a Minor                     | Alteration of Food   |
| Rape   | Pandering Sexually Oriented<br>Material Involving a Minor |  |
| Sexual Battery   |   |  |

**I have read the above list of disqualifying crimes**

\_\_\_\_\_ **Employee Signature**

**CONTRACT FOR EMPLOYMENT AS A SUBSTITUTE EDUCATIONAL  
AIDE ON A SUBSTITUTE, TEMPORARY, OR CASUAL BASIS  
UNDER PROVISIONS OF RC 3319.10  
(Signature required below)**

*The Ashland City, Ashland – W. Holmes Career Center, , Central Christian, Chippewa Local, East Holmes Local, Green Local, Hillsdale Local, Loudonville-Perrysville Ex. Village, Mapleton Local, Norwayne Local, Northwestern Local, Orrville City, Rittman Ex. Village, Southeast Local, Triway Local, Wayne Co. Schools Career Center, West Holmes Local, Wooster Christian, Wooster City and the Tri-County Educational Service Center (“The Board of Education”) and the undersigned (“Substitute”) agree to this contract to employ said substitute Educational Aide on a substitute, temporary or casual day-to-day basis for assignment as services are needed to take the place of regular staff during the **current school year**.*

- 1. The substitute educational aide agrees to work upon request of the Local Superintendent or his designee, hours or days as needed and as scheduled by the Local Superintendent or his designee. It is expressly understood that the Board of Education does not guarantee any minimum number of work hours or work days, for the substitute educational aide. The work hours or work days of the employee may be increased, decreased, or made unnecessary, as determined by the Local Superintendent or his designee. It is further understood that educational aides employed as substitutes on a casual day-to-day basis are not entitled to the notice of nonrenewal ordinarily required for limited contracts under RC 3319.11.*
- 2. For work performed as requested and as authorized by the Local Superintendent or designee, the Board of Education shall pay the employee the rate(s) it has adopted. Any period of time less than one half day is normally considered one half day for pay purposes. The employee shall not be entitled to Board paid insurance, paid leave days, or any other fringe benefit accorded to regular educational aides.*
- 3. It is understood that this contract is renewable from year to year upon the proper submission of a valid educational aide permit, current background check, and an application form.*
- 4. Valid for the **2021-2022** school year.*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**President, Tri-County Educational Service Center**

\_\_\_\_\_  
**Treasurer, Tri-County Educational Service Center**