

# TRI-COUNTY SCHOOLS SUBSTITUTE TEACHER CONTRACT

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

Date: \_\_\_\_\_

Name: \_\_\_\_\_ 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.: \_\_\_\_\_

**Check Employment Preferences** (applicant may change these by calling or emailing the substitute coordinator):

I wish to serve all schools in:                      Ashland County                      Holmes County                      Wayne County

-OR-I wish to serve only:(districts/schools)                      \_\_\_\_\_

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

**Grade level preference(s):**                      Preschool                      Elementary                      Middle School                      High School

No Preferences

I am willing to work with children with special needs.

I would be willing to substitute 1/2 day if needed.

I would also be interested in serving as a tutor for hire by parents or schools.

I have a current Ohio Teaching or Substitute Teaching License                      Educator ID# \_\_\_\_\_

I would like to substitute in Wooster City School District

I would like to substitute in Triway Local School District

**NOTE: A VALID OHIO TEACHING OR SUBSTITUTE TEACHING LICENSE** must be on file in the Tri-County ESC before you can be officially eligible to substitute. If you have a current license that is not on file with us, bring it in so a copy can be made and filed. We require all applicants to hold a BA/BS at a minimum. **Temporary, Non-Bachelor substitutes** must contact the school district directly. All substitute teacher applicants are required to attend our **New Substitute Orientation** prior to substituting.

Education:	School or Institution Name	Diploma, GED, or Degree	Semester Credit Hours	Quarter Hours Credit
High School				
Undergraduate College				
Graduate Work				
Special (Other)				
<b>TOTAL HOUR</b> (undergraduate/graduate)				

(over)

**CONTRACT FOR EMPLOYMENT AS A SUBSTITUTE TEACHER ON A SUBSTITUTE, TEMPORARY, OR CASUAL BASIS UNDER PROVISIONS OF RC 3319.10**

The **Ashland City, Ashland-W. Holmes Career Center, Chippewa Local, Dale Roy, East Holmes Local, Green Local, Hillsdale Local, Loudonville-Perrysville Ex. Village, Mapleton Local, Northwestern Local, Norwayne Local, Orrville City, Rittman Ex. Village, Southeast Local, Triway Local, Wayne Co. Board of DD, Wayne Co. Schools Career Center, West Holmes Local, Wooster City, Wooster Montessori** and the **Tri-County Educational Service Center ("The Board of Education")** and the undersigned ("**Substitute**") agree to this contract to employ said substitute teacher 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 teacher 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 teacher. 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 teachers 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 teachers.
3. It is understood that this contract is renewable from year to year upon the proper submission of a valid teaching license, current background check, and a current contract.
4. Valid for the **2024-2025** school year.

SIGN HERE 

\_\_\_\_\_  
**Employee Signature (no electronic signatures, please)**

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

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

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

**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 3319.39 and Section 109.572, Revised Code.

**ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT IS GUILTY OF FALSIFICATION UNDER SECTION 2921.13 OF THE REVISED CODE, WHICH IS A MISDEMEANOR OF THE FIRST DEGREE.**

SIGN HERE 

\_\_\_\_\_  
**Employee Signature (no electronic signatures, please)**

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

For Office Use Only:

- \_\_\_\_\_ Signed Contract
- \_\_\_\_\_ Valid Ohio Teaching or Substitute Teaching License
- \_\_\_\_\_ I9 Form
- \_\_\_\_\_ I9 Documents

- \_\_\_\_\_ Copy of SSC
- \_\_\_\_\_ BCI/FBI Background Checks
- \_\_\_\_\_ Orientation Fee Paid