

# TRI-COUNTY SCHOOLS SUBSTITUTE EDUCATIONAL AIDE/STUDENT MONITOR CONTRACT

(Available on 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 have a current Educational Aide or Student Monitor Permit

I would like to substitute in Wooster City School District

I would like to substitute at Triway Local School District

Educator State ID# (if known) \_\_\_\_\_

<b>Education:</b>	School or Institution Name	Diploma, GED, or Degree (type and field of study)
High School		
Undergraduate College		
Graduate Work		

(over)

**NOTE: A VALID OHIO EDUCATIONAL AIDE OR STUDENT MONITOR PERMIT must be on file in the Tri-County ESC before you can be officially eligible to substitute. We require all Educational Aide applicants to be designated "ESEA qualified" on their permit to substitute as a Paraprofessional (**working with students in a core subject area**). All substitute educational aide/student monitor applicants are required to attend our **New Substitute Orientation** prior to substituting.**


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**CONTRACT FOR EMPLOYMENT AS A SUBSTITUTE EDUCATIONAL AIDE/STUDENT MONITOR ON A SUBSTITUTE, TEMPORARY, OR CASUAL BASIS UNDER PROVISIONS OF RC 3319.10**

*The 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 educational aide/student monitor 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/student monitor 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/student monitor. 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/student monitors employed as substitutes on a casual day-to-day basis are not entitled to the notice of non-renewal ordinarily required for limited contracts under RC 3319.081.*
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. The employee shall not be entitled to Board paid insurance, paid leave days, or any other fringe benefit accorded to regular educational aides/student monitors.*
3. *It is understood that this contract is renewable from year to year upon the proper submission of a valid educational aide/student monitor permit, 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**

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**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  
\_\_\_\_\_ Educational Aide/Student Monitor Permit  
\_\_\_\_\_ I9 Form  
\_\_\_\_\_ I9 Documents

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