

TRI-COUNTY SCHOOLS SUBSTITUTE CLASSIFIED CONTRACT (NEW)

Name:

Date:

E-mail:

Address:

Phone No.:

Alt. Phone No.:

Emergency Contact:

Phone No.:

Highest Level of Education Completed: Master's Bachelor's Associate High School
Other:

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

Check position desired: Custodian Food Service Secretary

Check all school district(s) in which you would like to substitute.

Ashland County:

Ashland Co. Board of DD (Dale Roy) Heartland Technical Education Center Hillsdale Local
Loudonville-Perrysville EVS Mapleton Local Schools

Tri-County Preschool Locations: Mapleton Elementary McMullen Elem.

Holmes County:

East Holmes Local Schools

Tri-County Preschool Location: Walnut Creek Elementary School

Wayne County:

Beacon Hill Comm. School Chippewa Local Schools Green Local Schools
Northwestern Local Norwayne Local Schools Orrville City Schools Rittman EVS
Triway Local Schools Wayne Co. Board of DD Wayne County Schools Career Center
Waynedale Local Schools Wooster City Schools Wooster Montessori School

Tri-County Preschool Locations:

(Old) Dalton High School Cornerstone Elementary Hazel Harvey Elementary Waynedale Elem.
Orrville Elementary Northwestern Elementary Norwayne Community Center
Triway Elementary Rittman HS (Heritage Hall) Smithville Historical Society Church

OR I only want to serve
the following school
building(s):

I am willing to substitute ½ day if needed.

I have an Educator State ID#. If yes, **Educator State ID#** (if known):

Days of the week or time periods

I am not available:

(over)

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

The Ashland Co. Board of DD (Dale Roy), Beacon Hill, Chippewa Local, East Holmes Local, Green Local, Heartland Technical Education Center, Hillsdale Local, Loudonville-Perrysville Exempt. Village, Mapleton Local, Northwestern Local, Norwayne Local, Orrville City, Rittman Exempt. Village, Triway Local, Wayne Co. Board of DD, Wayne Co. School Career Center, Waynedale Local, Wooster City, Wooster Montessori, the Tri-County Educational Service Center ("The Board of Education") and the undersigned ("**Substitute**") agree to this contract to employ said classified substitute 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 classified substitute agrees to work upon request of the Local Superintendent/designee, hours or days as needed and as scheduled by the Local Superintendent/designee. It is expressly understood that the Board of Education does not guarantee any minimum number of work hours or work days, for the classified substitute. The work hours or work days of the employee may be increased, decreased, or made unnecessary, as determined by the Local Superintendent/designee. It is further understood that classified substitutes 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 3319.11.
2. For work performed as requested and as authorized by the Local Superintendent/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 classified staff.
3. It is understood that this contract is renewable from year to year upon the proper submission of a current background check and a current contract.
4. Valid for the **2026-2027** school year.

"I understand and affirm that my electronic signature is the valid, legal equivalent of my handwritten signature and that I am bound by my electronic signature in the same manner as my manual signature."



Employee Signature

President, Tri-County Educational Service Center

Date

Treasurer, Tri-County Educational Service Center

READ CAREFULLY and SIGN

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.

"I understand and affirm that my electronic signature is the valid, legal equivalent of my handwritten signature and that I am bound by my electronic signature in the same manner as my manual signature."



Employee Signature

Date

For Office Use Only:

- | | |
|---|---|
| <input type="checkbox"/> Signed Contract | <input type="checkbox"/> Copy of SSC |
| <input type="checkbox"/> I9 Form | <input type="checkbox"/> BCI Background Check |
| <input type="checkbox"/> I9 Documents | <input type="checkbox"/> FBI Background Check |
| <input type="checkbox"/> Fraud Training Certificate | |