

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

Name:

Date:

E-mail:

Address:

Phone No.:

Alt. Phone No.:

Emergency Contact:

Phone No.:

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## CHECK THIS BOX TO KEEP YOUR EMPLOYMENT PREFERENCES THE SAME AS LAST YEAR

Make changes to employment preferences (applicants can change these by calling or emailing the substitute coordinator):

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**Grade Level Preferences:** No Preferences    Preschool    Elementary    Middle School    High School

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*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 Schools

Loudonville-Perrysville EVS

Mapleton Local Schools

**Tri-County ESC Preschool Locations:**

Mapleton Elementary

McMullen Elementary

**Holmes County:**

East Holmes Local Schools

**Tri-County ESC Preschool Location:**

Walnut Creek Elementary School

**Wayne County:**

Beacon Hill Comm. School

Chippewa Local Schools

Green Local Schools

Northwestern Local Schools

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 High (Heritage Hall)

Smithville Historical Society Church

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

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I am willing to work with children with special needs.

I am willing to substitute ½ day if needed.

Days of the week or time periods that I am not available:

**NOTE: A VALID OHIO EDUCATIONAL AIDE OR STUDENT MONITOR PERMIT must be on file at 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.**

(over)

Rev. 02/06/2026

**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 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 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 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 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/designee. It is further understood that educational aides/student monitors employed as *substitutes* on a casual day-to-day basis are not entitled to 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 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 **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:

- Signed Contract
- Valid Educational Aide/Student Monitor Permit
- FBI Background Check
- Fraud Training Certificate