

# TRI-COUNTY SCHOOLS SUBSTITUTE TEACHER CONTRACT (NEW)

Name:

Date:

Email:

Address:

Phone No.:

Alt. Phone No.:

Emergency Contact:

Phone No.:

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**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):

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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      Dalton 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  
buildings:

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- I am willing to work with children with special needs.
  - I am willing to substitute ½ day if needed.
  - I would be interested in serving as a tutor for hire by parents or schools.
  - I have a current Ohio Teaching or Substitute License. If yes, Educator State ID# (If known):

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

**NOTE: A VALID OHIO TEACHING OR SUBSTITUTE TEACHING LICENSE** must be on file at 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.

(over)

**CONTRACT FOR EMPLOYMENT AS A SUBSTITUTE TEACHER 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, Dalton 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 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/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 teacher. 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 teachers 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 authorized by the Local Superintendent/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 **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"/> Valid Ohio Teacher or Substitute License | <input type="checkbox"/> BCI Background Check |
| <input type="checkbox"/> I9 Form                                  | <input type="checkbox"/> FBI Background Check |
| <input type="checkbox"/> I9 Documents                             | <input type="checkbox"/> Orientation Fee Paid |
| <input type="checkbox"/> Fraud Training Certificate               | <input type="checkbox"/> Date of Orientation  |