

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

Name:

Date:

E-mail:

Address:

Phone No.:

Alt. Phone No.:

Emergency Contact:

Phone No.:

**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):

<b>Grade Level Preferences:</b>	No Preferences	Preschool	Elementary	Middle School	High School
---------------------------------	----------------	-----------	------------	---------------	-------------

**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	

<b>Tri-County ESC PRESCHOOL Locations:</b>	<b>Mapleton Elem. PS</b>	<b>McMullen Elem. PS</b>
--	--------------------------	--------------------------

**Holmes County:**

East Holmes Local Schools

<b>Tri-County ESC PRESCHOOL Location:</b>	<b>Walnut Creek Elem. PS</b>
---	------------------------------

**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		

<b>Tri-County PRESCHOOL Locations:</b>		
--	--	--

<b>(Old) Dalton HS PS</b>	<b>Cornerstone Elem. PS</b>	<b>Hazel Harvey Elem. PS</b>	<b>Waynedale Elem. PS</b>
<b>Orrville Elem. PS</b>	<b>Northwestern Elem. PS</b>	<b>Norwayne Community Ctr. PS</b>	
<b>Triway Elem. PS</b>	<b>Rittman HS (Heritage Hall) PS</b>	<b>Smithville Historical Society Church PS</b>	

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

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 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.**

(over)

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

The **ACBDD (Dale Roy), Beacon Hill Comm. School, 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 Schools, Rittman Exempt. Village, Triway Local, WCBDD (Ida Sue), Wayne County School Career Center, Waynedale Local, Wooster City Schools, Wooster Montessori School, 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 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
- Current FBI Background Check
- Current Fraud Training Certificate