



educational service center  
*Council of Governments*

## Substitute Employee Handbook\*

### Forward

On behalf of the Educational Service Center Council of Governments (ESC-COG), Big Walnut Local, Buckeye Valley Local, Canal Winchester Local, Delaware City, Delaware Area Career Center, Educational Service Center of Central Ohio, Fairbanks Local, Gahanna-Jefferson City, Groveport Madison Local, Hamilton Local, New Albany-Plain Local, Olentangy Local, Upper Arlington City, Worthington City school districts and The Metro School it is our pleasure to welcome you as a substitute employee for Delaware, Franklin and Union County schools.

The services and good work that you perform as a substitute are highly valued, as you have the ability to make a positive contribution to the work of these schools. By agreeing to serve as a substitute, you have indicated acceptance of full professional responsibility for the tasks which you are assigned. Through your work with our school districts, you have agreed to abide by their policies, rules and regulations as part of every assignment you accept.

Please read this handbook carefully in order to become acquainted with ESC-COG Consortium policies.

**You are required to sign and submit the attached *Substitute Employee Handbook Acknowledgement* form to indicate you have read and understand the information and terms as they are presented in this handbook.** A copy will be placed in your substitute file.

The information in this handbook is not exhaustive, but is rather intended to assist you with general policies. If you need specific information for a particular school district, please contact the district directly.

From all of us here at the Educational Service Center Council of Governments, we extend our best wishes for your success as a substitute and thank you for your interest in assisting young people in becoming skilled, competent and caring citizens.

A handwritten signature in black ink that reads "Bart Anderson".

**Bart Anderson, Ed.D.**  
Executive Director  
Educational Service Center Council of Governments

## **Information for Substitutes**

### **AESOP**

AESOP is an automated substitute placement service provided by Frontline Placement Technologies for K-12 school districts. Unlike traditional sub-calling programs, AESOP completely automates the process of substitute placement. AESOP is the system used by the Educational Service Center Council of Governments (ESC-COG) for all substitutes.

### **Licensure**

In order to receive compensation for teaching in the State of Ohio, one must be the holder of a current teaching license or substitute license. A copy of the credential must be presented as part of the ESC substitute employee program application process and will be kept on file in the offices of the ESC-COG. Failure to renew a teacher credential or substitute license will automatically disqualify an individual from serving as a substitute employee in our schools.

Substitute licenses are issued by the Ohio Department of Education. Educators working under substitute licenses are not required to develop an Individual Professional Development Plan (IPDP) and do not work through the Local Professional Development Committee (LPDC). Substitutes who are credentialed teachers must work directly with the Ohio Department of Education to renew their teacher license.

Substitutes holding a teaching license or certificate as a regular teacher or who have long-term substitute licenses are able to substitute in a position for absences of indefinite duration provided the absence is in a subject area or grade level consistent with the substitute license or teacher credential. Those substitutes who hold short-term substitute licenses are limited to no more than five consecutive days in the same assignment.

### **Criminal Background Checks**

Every person working in an education setting in the State of Ohio is required to submit to a background check. Background checks include both a BCI (Bureau of Criminal Investigation) and FBI (Federal Bureau of Investigation) check prior to employment. The Ohio Department of Education (ODE) will not issue any credential until the mandatory background checks have been completed. Background checks will be completed by the ESC-COG, but must be paid for by the substitute. Background checks must be submitted electronically to ODE at the time the individual is fingerprinted.

### **Non Discrimination Statement**

The ESC-COG consortium does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, genetic information or age in its programs and activities, including employment opportunities.

The ESC-COG Director of Human Resources shall serve as compliance officer whose responsibility it will be to ensure that our agency is in compliance with Federal and State regulations. Complaints of workplace discrimination may be submitted to the Director of Human Resources who will, for ESC-COG employees process the complaint, and for all other employees refer the complaint to the appropriate district of assignment personnel.

### **Attendance**

Substitutes are required to arrive on time and remain in the building until the end of the work day as listed in AESOP for that assignment. Arriving late or leaving early from an assignment could result in a reduction of pay and/or one's removal from the AESOP system.

### **Appearance**

All substitute staff members are expected to serve as role models for students and co-workers with regard to dress and grooming.

The ESC-COG retains the authority to address apparel and grooming guidelines and/or individual staff members where dress and/or grooming are deemed objectively inappropriate or will have an adverse impact on the operation of the Educational Service Center Council of Governments its member districts and/or agencies and/or their programs.

## Substitute Employee Per Diem Rates for ESC-COG School Districts:

School District / Position	Base rate for Substitute Employee Rate is Per Day Unless Otherwise Noted
Big Walnut Local Schools	\$90
Buckeye Valley Local Schools	\$80
Canal Winchesters Local Schools	\$87
• Substitute Paraprofessional	\$9.25 / hour
Delaware Area Career Center	\$90
Delaware City Schools	\$87
Educational Service Center of Central Ohio	\$85
• Substitute Clerical	\$9.00 / hour
• Substitute Assistant	\$8.50
Fairbanks Local Schools	\$90
Gahanna Jefferson Local Schools	\$85
Groveport Madison Local Schools	\$83
Hamilton Local Schools	\$85
New Albany Plain Local Schools	\$85
Olentangy Local Schools	\$90
Upper Arlington City Schools	\$95
Worthington City Schools	\$95
The Metro School	\$??

## Paydays

The Treasurer's Office for each school district will arrange payment for substitute employees\*. At their discretion, districts may operate on a direct deposit basis\*\*. When you first work in a school district, please inquire as to the district's method of payment and what additional forms may be required in order to guarantee your payment for substitute services.

*\*Some exceptions do apply. Depending on the district in which you substitute, you may be paid directly by the ESC-COG. Currently the ESC-COG processes substitute pay for the Educational Service Center of Central Ohio, Big Walnut Local School District, Delaware Area Career Center, Hamilton Local School District, Olentangy Local School District, Upper Arlington City School District and Worthington City School Districts.*

*\*\*Please be advised that many districts now require direct deposit for payment. This will require substitutes to have a valid checking and/or savings account with an accredited financial institution and may require a personal e-mail address in order to receive payment notification.*

**Questions regarding pay should be directed to the respective school district's Treasurer's office with the exception of those districts where substitutes are paid by the ESC-COG.**

## State Teacher Retirement System & School Employees Retirement System (STRS & SERS)

Substitute teachers are required to become members of the State Teacher Retirement System (STRS). Additional details regarding STRS are on the web at [www.strsoh.org](http://www.strsoh.org). Non-teaching substitutes are required to become members of the School Employees Retirement System (SERS). All required forms are included in the ESC-COG Employment Application packet. As your substitute preferences may change from year to year, all newly hired substitute teachers are required to complete both the STRS and SERS forms. Substitute assistants/paraprofessionals need only complete the SERS form.

## Canceling Assignments

Substitutes may cancel jobs they have accepted if done **prior to the cutoff time** (as listed for each district in the section labeled *School District and Building Information*). Substitutes **do not** have the option to cancel jobs they have accepted, if the **cutoff time** has passed (as listed by the district in the *School District and Building Information*).

**Substitutes needing to cancel jobs after the cutoff time cannot cancel the job using the AESOP system. In these circumstances the substitute must contact the appropriate AESOP administrator. The contact information for the district AESOP administrators is posted on your AESOP home page.** A reason must be given to the AESOP administrator as to why you wish to cancel the job. At the discretion of each district, the AESOP administrator may deny your request and mark in the system that particular day as a non work day.

## Job Shopping

When a substitute accepts a job in the AESOP system, it is an expectation that s/he will report for that assignment (this includes partial day assignments). Choosing to cancel an assignment in order to accept another assignment is considered Job Shopping, and is **not** an acceptable practice.

Please be advised that if you are found Job Shopping within the AESOP system, you may be excluded as a substitute from a building, several buildings, a district or the AESOP system as a whole. **This statement should be considered to be your first warning.**

It is not considered Job Shopping if a principal or other administrator arranges for you to fill another assignment that conflicts with your previously scheduled assignment(s). You will not be penalized for these re-assignments.

## Web Alerts

Web Alerts are a way of posting important information out to all active substitutes within the system such as school year reminders, contact information for each district's AESOP administrator, warnings and/or school delay/closing information. From time to time, AESOP administrators post "Web Alerts" on AESOP. When you log into AESOP a Web Alert may appear on your home page. Each Web Alert has a "posted" date included with it so you know when the message was placed in the system. Below is an example of a posted Web Alert...

Example: *"The Olentangy Local Schools are operating on a 2 hour delay Thursday, May 20<sup>th</sup> due to Curriculum In-service."*

*In the event of inclement weather, please do not depend on a web alert to appear on AESOP. If you think a calamity day or delayed start time may occur please refer to your television, radio, internet or other communication methods for updates and announcements.*

## AESOP Account Responsibility

Substitutes in the AESOP system, under the direction of the Educational Service Center Council of Governments, are prohibited from accessing the AESOP system to look for available jobs while currently working an assignment within a district. This statement covers all hours of the day associated with the job assignment.

Each substitute's AESOP PIN and ID are their responsibility and **must not be shared with anyone** (i.e. spouse, friends, parents, children, etc. are not permitted to use your account information to log into the system).

Should jobs be accepted at inappropriate times or by inappropriate means, as stated above, you will be given one warning about this misuse of the system. Upon your second offense, you may be excluded as a substitute from the AESOP system for all districts of the ESC-COG.

## Illness/Emergencies

When a substitute accepts a job in the AESOP system, it is expected that s/he will report for that assignment. If you are unable to fulfill a job assignment due to illness or emergency you are required to contact the AESOP administrator for the district in which the assignment is to take place using the contact information listed below under School District and Building Information. A reason must be given to the AESOP administrator as to why you cannot fulfill your obligation. The AESOP administrator will mark that particular day as a non-work day in the system and you will not be able to view any other available jobs for that day.

## Staff Meetings

Substitute employees should follow the schedule of the person for whom they are substituting. Substitutes are expected to find out from district administration whether or not they should attend meetings and take notes to leave for the staff member.

## School Delay / Closing Information and District Web sites

If the building in the district where you are scheduled to work is on a delay, report for your job assignment at the appropriate time after the delay. If the building in the district where you are scheduled to work is closed, do not report for work.

In the case of inclement weather, please check the school district's web site for information about any school closings or access a local radio or television outlet for school closing updates.

## School District Web Sites:

School District	Web Address
Big Walnut Local Schools	<a href="http://www.bigwalnut.k12.oh.us">www.bigwalnut.k12.oh.us</a>
Buckeye Valley Local Schools	<a href="http://www.buckeyevalley.k12.oh.us">www.buckeyevalley.k12.oh.us</a>
Canal Winchesters Local Schools	<a href="http://www.cwschools.org">www.cwschools.org</a>
Delaware Area Career Center	<a href="http://www.delawareareacc.org">www.delawareareacc.org</a>
Delaware City Schools	<a href="http://www.dcs.k12.oh.us">www.dcs.k12.oh.us</a>
Educational Service Center of Ohio	<a href="http://www.escco.org">www.escco.org</a>
Fairbanks Local Schools	<a href="http://www.fairbanks.k12.oh.us">www.fairbanks.k12.oh.us</a>
Gahanna Jefferson Local Schools	<a href="http://www.gahannaschools.org">www.gahannaschools.org</a>
Groveport Madison Local Schools	<a href="http://www.gocruisers.org">www.gocruisers.org</a>
Hamilton Local Schools	<a href="http://www.hamilton-local.k12.oh.us">www.hamilton-local.k12.oh.us</a>
New Albany Plain Local Schools	<a href="http://www.new-albany.k12.oh.us">www.new-albany.k12.oh.us</a>
Olentangy Local Schools	<a href="http://www.olentangy.k12.oh.us">www.olentangy.k12.oh.us</a>
Upper Arlington City Schools	<a href="http://www.uaschools.org">www.uaschools.org</a>
Worthington City Schools	<a href="http://www.worthington.k12.oh.us">www.worthington.k12.oh.us</a>
The Metro School	<a href="http://www.themetroschool.org">www.themetroschool.org</a>

## Student Discipline

Substitute teachers are responsible for control of classes. Corporal punishment is **prohibited** by school district policy. Substitute teachers are encouraged to seek assistance from the principal or another teacher as it is needed. The following list represents the types and areas of misconduct that are expressly prohibited by policy in most school districts.

- No student shall disrupt any school activity by acts of violence, force, coercion, threats, rioting, sit-ins, walk-outs or false reports.
- No student shall destroy or damage public or private property by any means.
- No student shall strike, hit, threaten, cause any physical harm, blackmail, extort or intimidate another person.
- No students shall participate in any hazing activity. Hazing is prohibited.
- No student shall act in violation of policies and intervention procedures of tobacco, alcohol and other drugs.
- No student shall possess or attempt to possess, handle, transport, transmit or conceal dangerous weapons or "look-alike" counterfeit weapons, firearms, knives, ordnance or dangerous instrument.
- No student shall be truant from school or tardy to classes or activities they are assigned.
- No student shall use profanity or obscenity in any form, either verbal or nonverbal.
- No student shall steal or appropriate for his/her own use the property of others or any school property.
- No student shall be disrespectful of or harass any staff member.
- No student shall practice academic dishonesty such as cheating, plagiarizing or copying, or encouraging or assisting others to engage in such dishonest acts.
- No student shall engage in inappropriate display of sexual or sexually related behavior.
- No student shall violate the policy regarding dress and appearance.
- No student shall repeatedly ignore or break orders of staff members.
- No student shall use the building or property without proper authorization and shall not be in an unauthorized area

during the school day.

## Information from the Classroom Teacher

The following materials will be made available to you by the classroom teacher when possible:

1. Lesson plans showing day's work to be accomplished
2. Seating Chart
3. Teaching manuals and desk copies of texts
4. Schedule
5. Any special classroom rules

## First-Aid, Safety and Health

As a substitute, you are expected to provide good quality supervision to the students entrusted to your care. In the event of an injury, please use common sense rules and immediately contact the principal or another teacher. If a fire drill or tornado drill occurs while you are on duty, please follow the classroom teacher nearest to your room to the proper exit.

## Universal Precautions

Most approaches to infection control are based on a concept called Universal Precautions. Universal Precautions require that you consider every person, all blood and most body fluids to be a potential carrier of infectious disease. Using Universal Precautions resolves this uncertainty by requiring you to treat all human blood and body fluids as if they were known to be infected with HIV, HBV or other blood borne pathogens. You can't identify every person who may transmit infection. Yet you cannot afford to fail to take every precaution, since it takes just one exposure to become infected. Federal law requires that all substitutes have Universal Precautions – Blood Borne Pathogen training annually. (OSHA Standard 29 CFR 1910.1030) The ESC-COG provides this training through an on-line program. Please refer to the Substitute Page of [www.escco.org](http://www.escco.org) for information on registering for this online training.

## Hepatitis B Vaccination Series

Receiving the Hepatitis vaccination is **not required** by the Educational Service Center Council of Governments as a condition of employment. Therefore, **your vaccination status has no bearing whatsoever on your eligibility to work or access employment opportunities**. Pursuant to Federal Law, the ESC-COG must provide information regarding HBV, as well as an opportunity for vaccination.

The Hepatitis B vaccination is given in a series of three shots. The second shot is given one month after the first, and the third shot follows five months after the second. This series gradually builds up the body's immunity to the Hepatitis B virus. If the vaccination series is interrupted after the first or second dose of vaccine, the series should be picked up with the next dose administered as soon as possible. The series does not need to be restarted if a dose has been delayed. If you wish to receive the Hepatitis B Vaccination series, you may indicate your desire as part of the follow up paperwork when you complete the Blood Borne Pathogen training.

## Evaluation

A building principal, under whom you serve, may observe and evaluate your work performance to determine whether or not to re-employ you as a substitute. A feedback mechanism is available in AESOP for both substitutes and teachers to complete an assessment from their viewpoint for each job assignment completed. You are allowed up to thirty (30) days after you complete an assignment to leave feedback.

## **Reasonable Assurance of Continued Employment & Unemployment Benefit Eligibility**

All substitutes processed through the Educational Service Center Council of Governments are reasonably assured of continued employment until otherwise notified.

Pursuant to Ohio law, unemployment benefits based on service in an educational institution shall not be paid to any individual for any week of unemployment as listed below:

- Unemployment begins during the period between two successive academic years or terms, OR
- Unemployment begins during a similar period between two regular by not successive terms OR
- Unemployment begins during an established and customary vacation period or holiday recess

Unemployment benefits shall be denied if the individual performs services in the first of those academic years or terms or in the period immediately before the vacation period or holiday recess and has reasonable assurance that the individual will perform services in any such capacity for any such institution in the second of those academic years or terms or in the period immediately following the vacation period or holiday recess.

### **Exclusion**

The following criteria are considered and put in place with the best interest of the students served in our districts in mind.

- Administrators reserve the right to exclude substitutes from an individual teacher's classrooms, grade levels or entire buildings.
- Substitutes who are excluded from two buildings in one district may be excluded from the entire district.
- Substitutes who are excluded from two districts within this ESC-COG consortium may be excluded from AESOP for all school districts associated with the ESC-COG.
- Depending upon the nature of the exclusion, a substitute may be excluded from an entire district immediately.

### **Exclusion from the ASEOP system may result from offenses including but not limited to the following:**

- Poor Classroom Management.
- Not following lesson plans as outlined by the classroom teacher.
- Not supervising students when the assignment requires supervision.
- Job Shopping.
- Accessing the AESOP system during the work day. (ie. phone, computer, BlackBerry, Jobulator, etc.).
- Using computers during work time for any purpose other than the classes you are teaching.
- Using cell phones during class time. Phones should be turned off or on vibrate during work time.
- Leaving the building during work hours without explicit permission from the building principal.
- Bringing food to the classroom for yourself or students.
- Leaving your classroom unattended.
- Touching a student or staff member in an inappropriate manner.
- Failure to maintain classroom control.
- Not following the regular classroom teacher's prepared lesson plans.
- Failure to leave any follow-up notes for the regular classroom teacher.
- Smoking on school grounds including inside one's own vehicle.
- Making inappropriate comments to students, parents and/or fellow staff members.
- Not showing up for an assigned duty on time; creating a situation where students are unsupervised.

**In addition, the ESC-Council of Governments reserves the right to remove any substitute from the AESOP system, at any time, at its sole discretion.**



## **Substitute Job Description**

1. Reports to the principal or designee upon arrival at building.
2. Reviews all plans and schedules to be followed during the teaching day. Contacts the building secretary, principal, team-leader or department head for this information.
3. Assumes responsibility for student behavior in class and during lunch and recess periods.
4. Maintains established routines and procedures of the school and classroom assigned as fully as possible.
5. Teaches the lessons outlined and described in the classroom teacher's lesson plans as prepared by the absent teacher.
6. Provides report or summary of activities accomplished, lesson plans completed and not completed, any additional information the regular teacher may need to know when returning to the classroom. Completion of substitute feedback on AESOP, although voluntary, is suggested.
7. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.

### Other Duties and Responsibilities:

1. Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent individuals.
2. Is sensitive to and supportive of the needs of students from culturally diverse backgrounds.
3. Adheres to and enforces all board policies.
4. Conducts other duties or assignments as directed by the immediate supervisor or building administration.

## School District and Building Information

### **Big Walnut Local Schools – 740.965.3010**

70 North Walnut Street P.O. 218 Galena, OH 43021  
Superintendent – Steve Mazzi  
AESOP Administrator Contact: **Terrie Groseclose – 614.545.8884**

**Cutoff Time: 48 hrs. before an assignment begins.**

### **Big Walnut High School – 740.965.3766**

555 S. Old 3C Road Sunbury, OH 43074  
Principal – Steve Fujii

### **Big Walnut Middle School – 740.965.3006**

105 Baughman St Sunbury, OH 43074  
Principal – Angela Pollock

### **Big Walnut Elementary – 740.965.3902**

940 S. Old 3C Road Sunbury, OH 43074  
Principal – Lynn Kaszynski

### **General Rosecrans Elementary – 740.965.8900**

301 S. Miller Drive Sunbury, OH 43074  
Principal – Peggy McMurry

### **Helen Souders Elementary – 740.965.3200**

4121 Miller-Paul Road Galena, OH 43021  
Principal – Joseph Jude

**Buckeye Valley Local Schools – 740.369.8735**

679 Coover Road Delaware, OH 43015

Superintendent –Jamie Grube

AESOP Administrator Contact: **Mark Tingley** – [mtingley@buckeyevalley.k12.oh.us](mailto:mtingley@buckeyevalley.k12.oh.us)

**Cutoff Time: 48 hrs. before an assignment begins.**

**BV High School – 740.363.1349**

901 Coover Road Delaware, OH 43015

Principal – Susan Gooch

**BV Middle School – 740.363.6626**

683 Coover Road Delaware, OH 43015

Principal –Andrew Miller

**BV East Elementary – 740.747.2266**

522 East High Street Ashley, OH 43003

Principal – Teresa Goins

**North Elementary – 740.595.3555**

4230 State Route 203 Radnor, OH 43066

Principal –Barry Lyons

**West Elementary – 740.666.2731**

61 N. Third Street Ostrander, Ohio 43061

Principal – Lynette Lewis

**Canal Winchester Local Schools – 614.837.4533**

100 Washington Street Canal Winchester, OH 43110  
Superintendent – Dr. Kimberley Miller-Smith  
AESOP Administrator Contact: **Pam Sayre** – [psayre@canalwin.k12.oh.us](mailto:psayre@canalwin.k12.oh.us)

**Cutoff Time: 1 hr. before an assignment begins.**

**Canal Winchester High School – 614.833.2157**  
300 Washington Street Canal Winchester, OH 43110  
Principal – Lynn Landis

**Canal Winchester Middle School – 614.833.2151**  
7155 Parkview Drive Canal Winchester, OH 43110  
Principal – Cassandra Miller

**Winchester Trail Elementary School – 614.833.2150**  
6865 Gender Road Canal Winchester, OH 43110  
Principal – Mike Bruning

**Indian Trail Elementary School – 614.833.2167**  
6767 Gender Road Canal Winchester, OH 43110  
Principal – Beverly Downing

**Delaware Area Career Center - 740.548.0708**

4565 Columbus Pike, Delaware, OH 43015  
Superintendent - Mary Beth Freeman,  
Aesop Administrator - Joan Keane – 740.201.3208 [keanej@delawareareacc.org](mailto:keanej@delawareareacc.org)

**Cutoff Time – 2 hours before an assignment begins.**

**South Campus – 740.548.0708**

4565 Columbus Pike, Delaware, OH 43015  
Administrative Assistant - Anita English, Building  
Building Director - Dale Hayes,

**North Campus – 740.363.1993**

1610 State Route 521, Delaware, OH 43015  
Administrative Assistant - Debbi Pemberton  
Building Director - Mary Titus,

**Delaware City Schools – 740.833.1100**

248 N. Washington St. Delaware, OH 43015  
Superintendent – Paul Craft  
AESOP Administrator: Contact Jan Stover

**Cutoff Time: 24 hrs. before an assignment begins.**

**Please call building directly if you need to cancel an assignment.**

**Hayes High School – 740.833.1010**

289 Euclid Ave. Delaware, OH 43015  
Principal – Brad Faust

**Dempsey Middle School – 740.833.1800**

599 Pennsylvania Ave. Delaware, OH 43015  
Principal – Andrew Hatton

**Willis Middle School – 740.833.1700**

74 W. William St Delaware, OH 43015  
Principal – Heidi Kegley

**Carlisle Elementary School – 740.833.1450**

746 St. Rt. 37 West Delaware, OH 43015  
Principal – Steven Andrews

**Conger Elementary School – 740.833.1300**

10 Channing St. Delaware, OH 43015  
Principal – Jerry Stewart

**Schultz Elementary School – 740.833.1400**

499 Applegate Lane Delaware, OH 43015  
Principal – Susann Wittig

**Smith Elementary School – 740.833.1350**

355 N. Liberty St. Delaware, OH 43015  
Principal – Rochelle Thompson

**Woodward Elementary School – 740.833.1600**

200 S. Washington St. Delaware, OH 43015  
Principal – Matt Keller

**Educational Service Center of Central Ohio – 614.445.3750**

2080 Citygate Drive Columbus, OH 43219  
Superintendent – Dr. Bart Anderson  
AESOP Administrator Contact (Central Office):  
Susan Cronin, [susan.cronin@escoco.org](mailto:susan.cronin@escoco.org) or Sharon Griffith, [sharon.griffith@escoco.org](mailto:sharon.griffith@escoco.org)

**Cutoff Time: 6:30 am**

**Alton Hall Elementary – 614.801.8000**  
1000 Alton Rd Galloway, OH 43119

**Arts Academy – 740.362.4498**  
55. W. Central Street Delaware, OH 43015

**Bexley High School – 614.231.4591**  
326 S Cassingham Rd Bexley, OH 43209

**Burbank Early Childhood Center – 614.487.5197**  
4770 Burbank Dr Upper Arlington, OH 43220

**Canal Winchester Preschool Modular**  
122 Washington  
St Modular Building Canal Winchester, OH 43110

**Cassingham Elementary – 614.237.4266**  
250 S Cassingham Rd Bexley, OH 43209

**Columbus State – 614.287.3981**  
Franklin Hall, Room 223  
Disability Services Columbus, OH 43215

**Columbus Zoo & Aquarium – 740.363.1349**  
901 Coover Road Delaware, OH 43015

**CrossCreek – 614.543.1380**  
2865 W Broad St Columbus, OH 43204

**Crossroads – 614.542.4154**  
2080 Citygate Drive Columbus, OH 43219

**East Franklin Elementary – 614.801.8100**  
1955 Richmond Rd Columbus, OH 43223

**Eastland Career Center – 614.836.5725**  
4465 S Hamilton Rd Groveport, OH 43215

**Edison Intermediate – 614.481.3630**  
1240 Oakland Ave Columbus, OH 43212

**Frontier Learning Center – 614.864.3602**  
901 Coover Road Delaware, OH 43015

**Graham Road Elementary – 614.575.3100**  
1555 Graham Rd Reynoldsburg, OH 43068

**Grove City High School – 614.801.8859**  
4665 Hoover Rd Grove City, OH 43123

**Herbert Mills Elementary – 614.367.2160**  
6826 Retton Rd Reynoldsburg, OH 43068

**Jackson Middle School – 614.801.3800**  
2271 Holton Rd Grove City, OH 43123

**Jones Middle School – 614.487.5080**  
2100 Arlington Ave Upper Arlington, OH 43221

**Kessler Horse Farm – 740.666.0646**  
18109 Delaware County Line Road Delaware, OH 43015

**Montrose Elementary – 614.237.4226**  
2555 E Main St Bexley, OH  
43209

**Norton Middle School – 614.801.3700**

215 Norton Rd Columbus, OH 43228

**Ohio State Nisonger Center – 614.292.3880**

1581 Dodd Dr, McCampbell Hall Columbus, OH 43210

**Ohio State Royer Hall**

Royer Hall Room 5C Columbus, OH 43210

**Prairie Norton Elementary – 614.801.8450**

117 Norton Rd Columbus, OH 43228

**Reynoldsburg High School – 614.501.4000**

6699 E Livingston Ave Reynoldsburg, OH 43068

**Upper Arlington HS – 614.487.5200**

1650 Ridgeview Rd Upper Arlington, OH 43221

**Ventures Academy – 740.369.1175**

4981 County Home Road Delaware, OH 43015

**Whitehall-Yearling HS – 614.417.5100**

675 S Yearling Rd Whitehall, OH 43213

**Windermere Elementary -614.487.5060**

4101 Windermere Rd. Upper Arlington, OH 43220

**Fairbanks Local Schools – 937.349.3731**

11158 SR 38 Milford Center, Ohio 43045  
Superintendent-Bob Humble

AESOP Administrator Contact: **Marla Arnold (Home) – 937.642.5928 (as early as 6 a.m., but no later than 9 p.m.) or (School) – 937.349.6841 ext. 1400**

**Cutoff Time: 48 hrs. before an assignment begins.**

**Fairbanks High School – 937.349.3721**

11158 SR 38 Milford Center, Ohio 43045  
Principal – Tom Montgomery

**Fairbanks Middle School – 937.349.6841**

11158 SR 38 Milford Center, Ohio 43045  
Principal – Patricia Lucas

**Fairbanks Elementary – 937.349.2381**

11140 SR 38 Milford Center, Ohio 43045  
Principal – Mark Loytcz

**Directions to all Fairbanks Local Schools:**

**Please do not get directions from MapQuest!**

From the Columbus/Dublin area:

Take 33 towards Marysville. Get off at the Scottslawn Rd.exit. Turn left.  
Go through the light over the railroad tracks.  
Continue approximately 3 miles to SR 736. Turn right.  
Continue approximately 2.8 miles to SR 38. Turn left.  
Continue approximately 4 miles to 11158 SR 38. The district buildings will be on your left.

From the Delaware area:

Take SR 36 into Marysville. SR 36 turns into Delaware Ave./Fifth St.  
Go to the light at Fifth and Main Sts. Turn left  
Main St. turns into London Ave./SR 38.  
Continue approximately 5.3 miles to 11158 SR 38. The districts buildings will be on your left.

**Gahanna-Jefferson City Schools – 614.471.7065**

160 S. Hamilton Road Gahanna, OH 43230

Superintendent – Mr. Mark White

AESOP Administrator Contact: **Jan Snedaker – 614.478.5565** [snedakerj@gjps.org](mailto:snedakerj@gjps.org)

**Cutoff Time: 2 hrs. before an assignment begins.**

**Lincoln High School – 614.478.5500**

140 S. Hamilton Road Gahanna, OH 43230

Secretary – Cindy Shelton

Principal – Dwight Carter

**Middle School East – 614.478.5550**

730 Clotts Road Gahanna, OH 43230

Secretary – Sherry Kish

Principal – Brad Barboza

**Middle School South – 614.337.3730**

349 Shady Spring Drive Gahanna, OH 43230

Secretary – Diane Caulkins

Principal – Angie Adrean

**Middle School West – 614.478.5570**

350 Stygler Road Gahanna, OH 43230

Secretary – Patty Gordon

Principal – Brett Harmon

**Blacklick Elementary – 614.759.5100**

6540 Havens Corners Rd.

Blacklick, OH 43004

Secretary – Beth Yanai

Principal – Robin Schmidt

**Chapelfield Elementary – 614.478.5575**

280 Chapelfield Road

Gahanna, OH 43230

Secretary – Kathy Shepherd

Principal – Scott Schmidt

**Goshen Lane Elementary – 614.478.5580**

370 Goshen Land Gahanna, OH 43230

Secretary – Lynette Reventlow

Principal – Chad Reynolds

**High Point Elementary – 614.478.5545**

700 Venetian Way Gahanna,

OH 43230

Secretary – April Gillespie

Principal – Kathleen Erhard

**Jefferson Elementary – 614.478.5560**

136 Carpenter Road Gahanna, OH 43230

Secretary – Lisa Hebert

Principal – Roben Frentzel

**Lincoln Elementary – 614.478.5555**

515 Havens Corners Road

Gahanna, OH 43230

Secretary – Judy Hrysko

Principal – Kristen Groves

**Royal Manor Elementary – 614.478.5585**

299 Empire Drive

Gahanna, OH 43230

Secretary – Carla Carr

Principal – Rick Oxley

**Groveport Madison Local Schools – 614.492.2520**

5940 Clyde Moore Drive, Suite B Groveport, OH 43125  
Superintendent – Mr. Scott McKenzie  
AESOP Administrator Contact: **Elaine Davis** – [elaine.davis@gocruisers.org](mailto:elaine.davis@gocruisers.org)

**Cutoff Time: 48 hrs. before an assignment begins.**

**Groveport Madison High School – 614.836.4964**

4475 S. Hamilton Rd. Groveport, OH 43125  
Principal – Donis Toler

**Groveport Madison Junior High – 614.836.4957**

751 E. Main St. Groveport, OH 43125  
Principal – Lea Ann Yoakum

**Groveport Madison Middle School North – 614.837.5508**

5474 Sedalia Dr. Columbus, OH 43232  
Principal – David Lanning

**Groveport Madison Middle School South – 614.836.4953**

4400 Glendening Dr. Groveport, OH 43125  
Principal – Bill Young

**Sedalia Elementary – 614.833.2014**

5400 Sedalia Dr. Columbus, OH 43232  
Principal – Dorethia Copas

**Madison Elementary – 614.833.2011**

4600 Madison School Dr. Columbus, OH 43232  
Principal – Cyndi Toledo

**Groveport Elementary – 614.836.4975**

715 Main St. Groveport, OH 43125  
Principal – Mary Schroeder

**Glendening Elementary – 614.836.4972**

4200 Glendening Dr. Groveport, OH 43125  
Principal – Curt Brogan

**Dunloe Elementary – 614.833.2008**

3200 Dunloe Rd. Columbus, OH 43232  
Principal – Jane Curry

**Asbury Elementary – 614.833.2000**

5127 Harbor Blvd. Columbus, OH 43232  
Principal – Jim Sullivan

**Hamilton Local Schools – 614.491.8044**

775 Rathmell Road Columbus, OH 43207 Superintendent – Mr. Christopher Lester  
AESOP Administrator Contact: **Janice Crabtree** – [jcrabtree@hamilton-local.k12.oh.us](mailto:jcrabtree@hamilton-local.k12.oh.us)

**Cutoff Time: 90 mins. before an assignment begins.**

**Hamilton Township High School – 614.491.8044**

1105 Rathmell Road Columbus, OH 43207  
Principal – James Miller

**Hamilton Middle School – 614.491.8044**

755 Rathmell Road, Columbus, OH 43207  
Principal – Jeff Enders

**Hamilton Intermediate School – 614.491.8044**

765 Rathmell Road, Columbus, OH 43207  
Principal – Mike Meade

**Hamilton Elementary – 614.491.8044**

745 Rathmell Road, Columbus, OH 43207  
Principal – Mark Taylor

**New Albany -Plain Local Schools – 614.855.2040**

55 North High Street New Albany, OH 43054 Superintendent –  
Superintendent –  
AESOP Administrator Contact: **Pam Stineman** – [pstineman@new-albany.k12.oh.us](mailto:pstineman@new-albany.k12.oh.us)

**Cancellation phone number: 614-413-7135.**

**Cutoff Time: 1 hr. before an assignment begins.**

**New Albany High School – 614.413.8300**

7600 Fodor Road New Albany, OH 43054  
Principal- Ric Stranges,  
Assistant Principal – Rex Reeder

**New Albany Middle School – 614.413.8500**

6600 Dublin Granville Road New Albany, OH 43054  
Principal – Steve Gehlert

**New Albany 2-5 Elementary School – 614.413.8600**

87 North High Street New Albany, OH 43054  
Principals – Robin Ryan (grades 2 & 3) and Chris M. Briggs (grades 4 & 5)

**New Albany K-1 Elementary School – 614.413.8700**

5101 Swickard Woods Blvd. New Albany, OH 43054  
Principal – Deloris McCafferty

**Olentangy Local Schools – 740.657.5051**

814 Shanahan Road, Suite 100 Lewis Center, OH 43035 Superintendent –  
Dr. Wade Lucas AESOP Administrator Contact:

**Caroline Dewese – 740.657.5051** or [caroline\\_dewese@olentangy.k12.oh.us](mailto:caroline_dewese@olentangy.k12.oh.us)

**Jami Sager – 740.657.4018** or [jami\\_sager@olentangy.k12.oh.us](mailto:jami_sager@olentangy.k12.oh.us)

**Cutoff Time: 48 hrs. before an assignment begins.**

**Olentangy High School – 740.657.4100**

675 Lewis Center Road Lewis Center, Ohio 43035  
Principal-Thomas McDonnell

**Olentangy Liberty High School – 740.657.4200**

3584 Home Road Powell, Ohio 43065  
Principal-Randy Wright

**Olentangy Orange High School – 740.657.5100**

2840 East Orange Rd. Lewis Center, Ohio 43035  
Principal-Todd Meyer

**Olentangy Berkshire High School – 740.657.5200**

2869 S. 3 B's & K Road. Galena, Ohio 43021  
Principal-Carla Baker

**Olentangy Liberty Middle School – 740.657.4400**

7940 Liberty Road Powell, Ohio 43065  
Principal-Gena Williams

**Olentangy Orange Middle School – 740.657.5300**

2680 East Orange Road Lewis Center, Ohio 43035  
Principal-Brian Lidle

**Olentangy Shanahan Middle School – 740.657.4300**

814 Shanahan Road Lewis Center, Ohio 43035  
Principal- Josh McDaniels

**Olentangy Hyatts Middle School – 740.657.5400**

6885 Sawmill Parkway Powell, Ohio 43065  
Principal-Kathy McFarland

**Alum Creek Elementary School – 740.657.4600**

2515 Parklawn Drive Lewis Center, Ohio 43035  
Principal-Heather Habrecht

**Arrowhead Elementary School – 740.657.4650**

2385 Hollenback Road Lewis Center, Ohio 43035  
Principal-Nadine Ross

**Cheshire Elementary School – 740.657.5750**

2681 Gregory Road Delaware, Ohio 43015  
Principal – Justin Syroka

**Freedom Trail Elementary School – 740.657.5700**

6743 Bale Kenyon Rd. Lewis Center, Ohio 43035  
Principal – Steve Sargent

**Glen Oak Elementary School – 740.657.5500**

7300 Blue Holly Drive Lewis Center, Ohio 43035  
Principal – Jaclyn Roscoe

**Heritage Elementary School – 740.657.5000**

679 Lewis Center Road Lewis Center, Ohio 43035  
Principal – Susan Staum

**Indian Springs Elementary School – 740.657.4950**

3828 Home Road Powell, Ohio 43065  
Principal-Chris Heuser

**JohnnyCake Corners Elem. School – 740.657.5650**

6783 Falling Meadows Drive Galena, Ohio 43021  
Principal-Cindy DeAngelis

**Liberty Tree Elementary – 740.657.5600**

6877 Sawmill Parkway Powell, Ohio 43065  
Principal-Terri Caton

**Oak Creek Elementary School – 740.657.4700**

1256 Westwood Drive Lewis Center, Ohio 43035  
Principal-Julie Lather

**Olentangy Meadows Elementary – 740.657.5550**

8950 Emerald Hill Drive Lewis Center, Ohio 43035  
Principal-Jen Denny

**Scioto Ridge Elementary School – 740.657.4800**

8715 Big Bear Avenue Powell, Ohio 43065  
Principal-Julie Nolan

**Tyler Run Elementary School – 740.657.4900**

580 Salisbury Drive Powell, Ohio 43065  
Principal-Jennifer Mazza

**Walnut Creek Elementary School – 740.657.4750**

5600 Grand Oak Boulevard Galena, Ohio 43021  
Principal-Michelle Seitz

**Wyandot Run Elementary School – 740.657.4850**

2800 Carriage Road Powell, Ohio 43065  
Principal – Laurie Feehan

**Upper Arlington City Schools – 614.487.5000**

1950 North Mallway Drive Upper Arlington, Ohio 43221 Superintendent –  
Dr. Jeffrey Weaver

**AESOP Contacts: Jackie Ackerson and Robin Hotham 614.487.5000**

**Cutoff Time: 7:00 a.m.**

**Upper Arlington High School – 614.487.5200**

1650 Ridgeview Road Upper Arlington, Ohio 43221

Principal- Kip Greenhill

Secretary – JoAnn Bigham

**Hastings Middle School – 614.487.5100**

1850 Hastings Lane Upper Arlington, Ohio 43220

Principal- Robb Gonda

Secretary – Karla Crosswell

**Jones Middle School – 614.487.5080**

2100 Arlington Avenue Upper Arlington, Ohio 43221

Principal-Matt Petersen

Secretary – Jodi Mague

**Barrington Road Elementary – 614.487.5180**

1780 Barrington Road Upper Arlington, Ohio 43221

Principal-Jason Fine

Secretary – Tammy Duill

**Greensview Elementary – 614.487.5050**

4301 Greensview Drive Upper Arlington, Ohio 43220

Principal-Jason Wulf

Secretary – Amy Estepp

**Tremont Elementary – 614.487.5170**

2900 Tremont Road Upper Arlington, Ohio 43221

Principal-Tom Bates

Secretary – Dawn Kirkbride

**Wickliffe Progressive – 614.487.5150**

2405 Wickliffe Rd. Upper Arlington, Ohio 43221

Principal-Chris Collaros

Secretary – Sheila Millard

**Windermere Elementary – 614.487.5060**

4101 Windermere Road Upper Arlington, Ohio 43220

Principal-Steve Scarpitti

Secretary – Mary Ann Seeler

## **Worthington City Schools – 614-883-3000**

200 East Wilson Bridge Road, Worthington, Ohio 43085  
Superintendent – Melissa Conrath  
**AESOP Contacts:** Karen Holt / Becky Smith

**Cutoff Time: 72 hours before an assignment begins.**

### **Thomas Worthington High School – 614.883.2250**

300 West Granville Road, Worthington Ohio 43085  
Principal - Jim Gaskill  
Secretaries - Tammy Johnson  
Jill Burkholder

### **Worthington Kilbourne High School – 614.883.2550**

1499 Hard Road, Columbus, Ohio 43235  
Principal - Angie Adrean  
Secretary - Sharon DeSantis

### **Kilbourne Middle School – 614.883.3500**

50 East Dublin-Granville Road, Worthington Ohio 43085  
Principal- Pete Scully  
Secretaries - Patty Coen  
Elizabeth Coen

### **McCord Middle School – 614.883.3550**

1500 Hard Road, Columbus, Ohio 43235  
Principal- Michael Kuri  
Secretaries - Virginia Leiter  
Liane Ruder

### **Phoenix Middle School – 614.883.3603**

2341 Snouffer Road, Worthington, Ohio 43085  
Principal- TBA  
Secretary - Trina Schroeder

### **Worthingway Middle School – 614.883.3650**

6625 Guyer Street, Worthington, Ohio 43085  
Principal - Nathan Kellenberger  
Secretary - Jane Mess

### **Bluffsvie Elementary – 614.883.2700**

7111 Linworth Avenue, Columbus, Ohio 43235  
Principal - Cindy Fox  
Secretary - Ann Halpin

### **Brookside Elementary – 614.883.2750**

6700 McVey Blvd, Columbus, Ohio 43235  
Principal - Fritz Monroe  
Secretary - Nancy Demarchi

### **Colonial Hills Elementary – 614.883.2800**

5800 Greenwich Street, Worthington, Ohio 43085  
Principal - Henk DeRee  
Secretary - Jody Nichols

### **Evening Street Elementary – 614.883.2850**

885 Evening Street, Worthington, Ohio 43085  
Principal - Mary Rykowski  
Secretaries - Marsha Given  
Cindy Leonard

### **Granby Elementary – 614.883.2800**

1490 Hard Road, Columbus, Ohio 43235  
Principal - Jason Spencer  
Secretary - Sherry Mosier

### **Liberty Elementary – 614.883.2950**

8081 Saddle Run, Powell, Ohio 43065  
Principal - Jim Baker  
Secretary - Joyce Hofacre

### **Slate Hill Elementary – 614.883.3200**

7625 Alta View Blvd, Worthington, Ohio 43085  
Principal - Ken Pease  
Secretary - Barb White

### **Sutter Park Elementary – 614.883.3250**

1850 Sutter Parkway, Worthington, Ohio 43085  
Principal - Renee Linn  
Secretary - Nancy Kirchhofer

### **Wilson Hill Elementary – 614.883.3300**

6500 Northland Road Worthington, Ohio 43085  
Principal - Jamie Lusher  
Secretary - Kathy Roush

### **Worthington Estates Elementary – 614.883.3350**

6760 Reiber Street, Worthington, Ohio 43085  
Principal - Tom Forsgren  
Secretary - Sue DeRose

### **Worthington Hills Elementary – 614.883.3400**

1221 Candlewood Drive, Columbus, Ohio 43235  
Principal - Tamu Gibbs  
Secretary - Laura Charles

### **Worthington Park Elementary – 614.883.3450**

500 Park Road, Westerville, Ohio 43081  
Principal - Joy Tremmel  
Secretary - Renee Fisher

**The Metro School – 614-247-2276**

1929 Kenny Road, Columbus, Ohio 43210

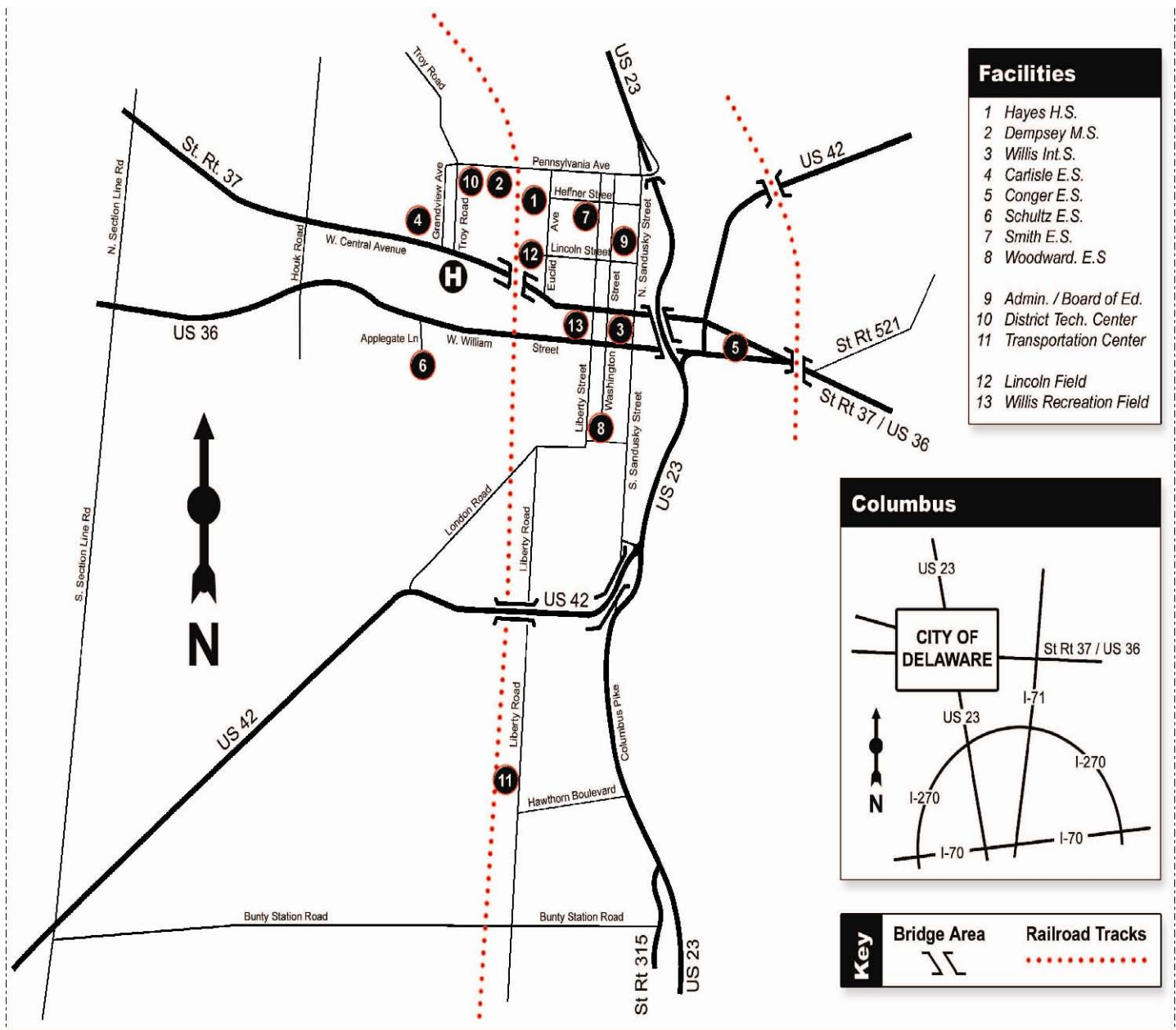
Principal – Aimee Kennedy

AESOP Administrator Contact: \_\_\_\_\_ - phone

**Cutoff Time: \_\_\_ hours before an assignment begins.**

# District Maps | Directions

## Delaware City Schools

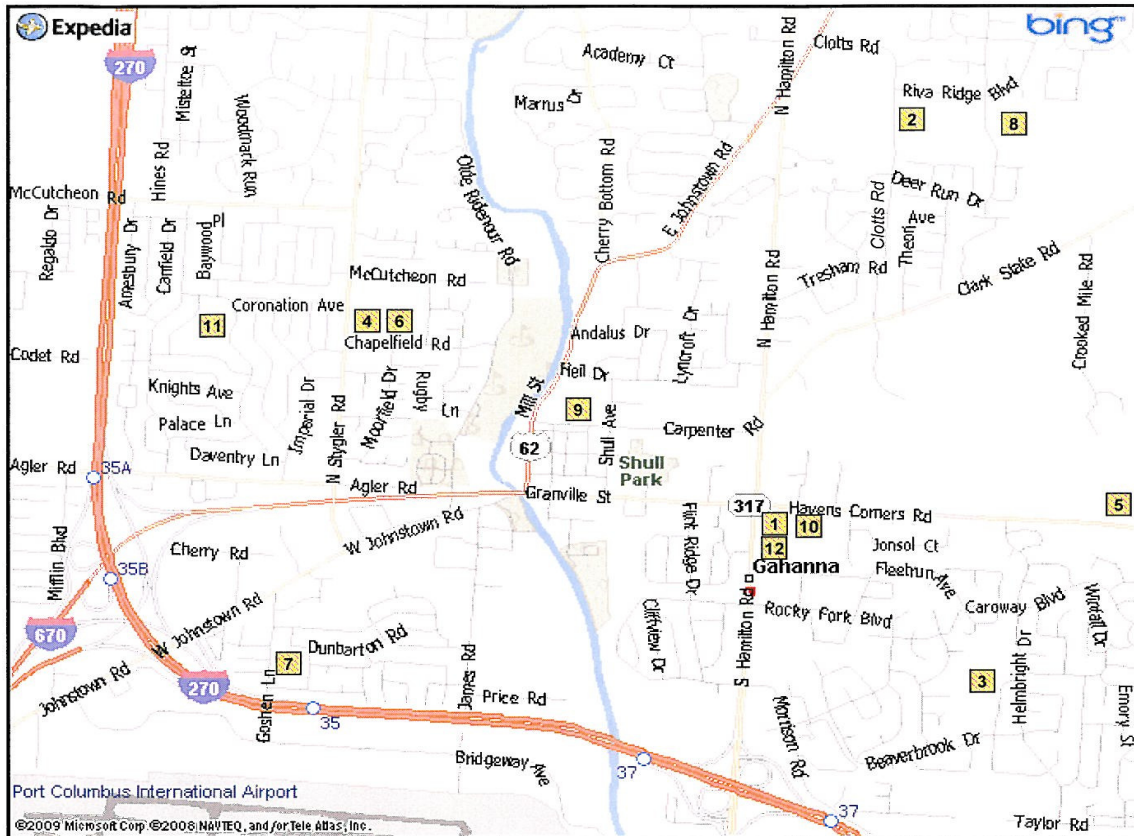


Revised 04-23-04

### DCS Facilities Map



# Gahanna-Jefferson Public Schools



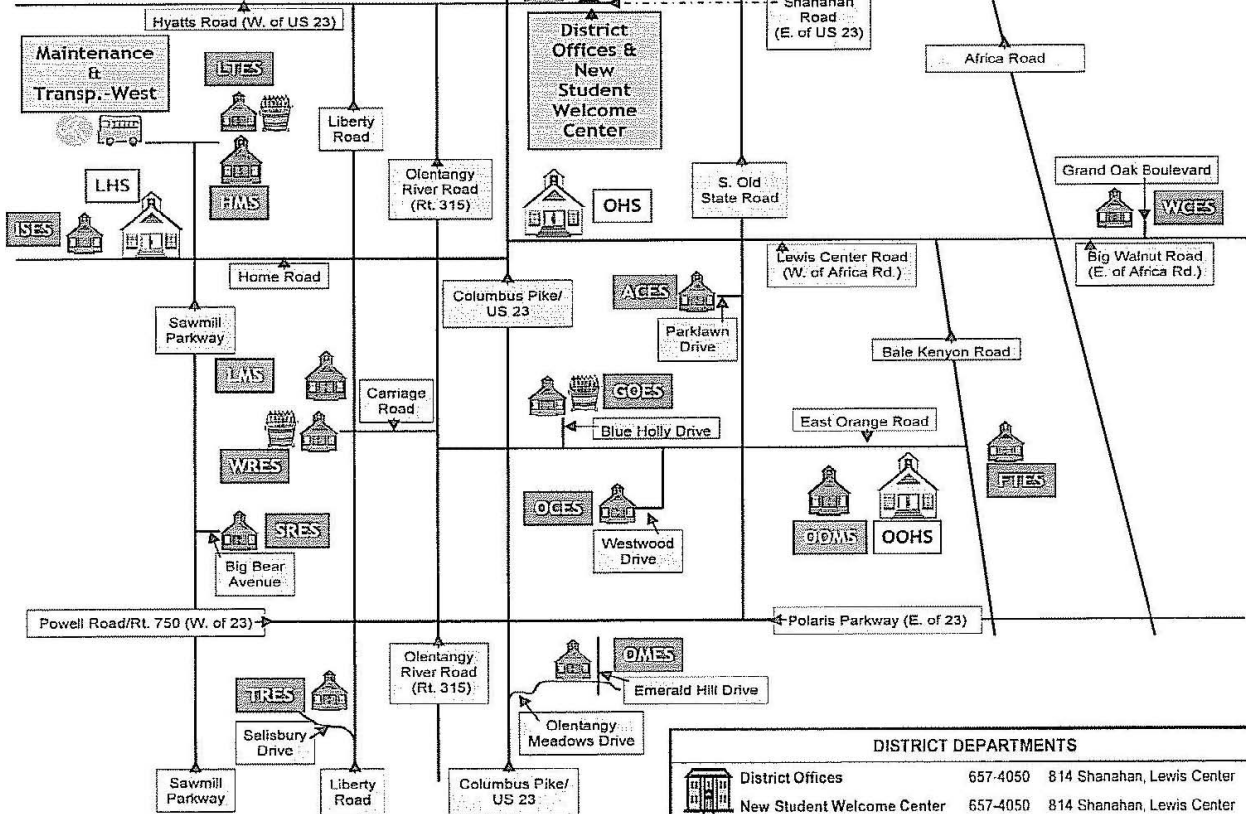
- |   |   |
|---|---|
| 1. Lincoln High School, 478-5500<br>140 South Hamilton Road   | 7. Goshen Lane Elementary, 478-5580<br>370 Goshen Lane          |
| 2. Middle School East, 478-5550<br>730 Clotts Road            | 8. High Point Elementary, 478-5545<br>700 Venetian Way          |
| 3. Middle School South, 337-3730<br>349 Shady Spring Drive    | 9. Jefferson Elementary, 478-5560<br>136 Carpenter Road         |
| 4. Middle School West, 478-5570<br>350 Stygler Road           | 10. Lincoln Elementary, 478-5555<br>515 Havens Corners Road     |
| 5. Blacklick Elementary, 759-5100<br>6540 Havens Corners Road | 11. Royal Manor Elementary, 478-5585<br>299 Empire Drive        |
| 6. Chapelfield Elementary, 478-5575<br>280 Chapelfield Road   | 12. Administrative Offices, 471-7065<br>160 South Hamilton Road |

# Olentangy Local Schools

## Olentangy Schools Building Locations 2009-10

*This map is not to scale.  
It is intended to serve as an aid in  
locating district buildings.*

HIGH SCHOOLS		SCHOOLS - Dial (740) 657-	
LHS-Liberty HS	4200	3584 Home Road, Powell	
OHS-Olentangy HS	4100	675 Lewis Center Road, Lewis Center	
OOHS-Orange HS	5100	2840 E. Orange Road, Lewis Center	
MIDDLE SCHOOLS			
HMS-Hyatts MS	5400	6885 Sawmill Parkway, Powell	
LMS-Liberty MS	4400	7940 Liberty Road, Powell	
OMS-Orange MS	5300	2680 E. Orange Road, Lewis Center	
SMS-Shanahan MS	4300	814 Shanahan Road, Lewis Center	
ELEMENTARY SCHOOLS			
ACES-Abm Creek	4600	2515 Parktown Drive, Lewis Center	
AES-Arrowhead	4650	2385 Hollenback Road, Lewis Center	
FTES-Freedom Trail	5700	6743 Bale Kenyon Road, Lewis Center	
GOES-Glen Oak	5500	7000 Blue Holly Drive, Lewis Center	
ISES-Indian Springs	4950	3828 Home Road, Powell	
JCES-Johnnycake Corners	5650	6783 Falling Meadows Drive, Galena	
LTES-Liberty Tree	5600	6877 Sawmill Parkway, Powell	
OOES-Oak Creek	4700	1256 Westwood Drive, Lewis Center	
OMES-Olentangy Meadows	5550	8950 Emerald Hill Drive, Lewis Center	
SRES-Scioto Ridge	4800	8715 Big Bear Avenue, Powell	
TRES-Tyler Run	4900	580 Salisbury Drive, Powell	
WGES-Walnut Creek	4750	5600 Grand Oak Boulevard, Galena	
WRES-Wyndot Run	4850	2800 Carriage Road, Powell	
PRESCHOOL PROGRAM:	4350	AES, GOES, JCES, LTES, WRES	



**Under Construction:**

- OHS Renovation/Expansion: Through Aug. 2010
- Cheshire Elementary: 2081 Gregory Road, Delaware; Aug. 2010
- Elementary #15: North Road, Lewis Center; Date TBD
- Berkshire M.S.: 2869 S. Three B's & K Road, Galena; Aug. 2011

T.N. - May 2009

DISTRICT DEPARTMENTS		
	District Offices	657-4050 814 Shanahan, Lewis Center
	New Student Welcome Center	657-4050 814 Shanahan, Lewis Center
	Maintenance/Custodial	657-4084 3580 Home Road, Powell
	Transportation Department-E.	657-4080 2865 S. 3 B's & K Rd., Galena
	Transportation Department-W.	657-4080 3580 Home Road, Powell

## Substitute Employee Handbook Acknowledgement



educational service center  
*Council of Governments*

**Substitute Consortium for Big Walnut Local, Buckeye Valley Local, Canal Winchester Local, Delaware Area Career Center, Delaware City, Fairbanks Local, Gahanna-Jefferson City, Groveport Madison Local, Hamilton Local, New Albany-Plain Local, Olentangy Local, Upper Arlington City, Worthington City School Districts, The Metro School and the ESC of Central Ohio**

**Please read the Substitute Employee Handbook before signing this form.**

I have read and understand the Educational Service Center Council of Governments' (ESC-COG) Substitute Employee Handbook. I agree to abide by the guidelines and policies contained within this handbook and understand that these are subject to revision at any time. An updated version is electronically available at [www.escofcentralohio.org/HumanResources/Programs/Pages/SubOppRecruitment.aspx](http://www.escofcentralohio.org/HumanResources/Programs/Pages/SubOppRecruitment.aspx).

Existing substitutes are to review the most recent substitute handbook annually.

I understand and agree that this handbook and its contents represent the documented employment relationship between me and the ESC-COG. I understand that the policies, procedures, and benefits contained within this handbook do not imply, create, or constitute a contract of employment, express or implied, between the ESC-COG and me, and are not intended to alter in any way the at-will employment relationship that exists between the ESC-COG and me.

I further understand that compensation may vary dependent specifically on the nature and duration of an assignment. I understand that misuse of the AESOP calling system and any violation of the guidelines and policies of the ESC-COG and/or its member Districts and/or Agencies, put me at risk of being removed completely from the AESOP system and substituting for any of the districts or agencies associated with the ESC-COG consortium.

I further understand that I generally will not be eligible for unemployment benefits in connection with my employment as a substitute, as is stated in the *Reasonable Assurance of Continued Employment & Unemployment Benefit Eligibility* section of this handbook.

Substitute Name: \_\_\_\_\_

PLEASE PRINT

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature of Substitute: \_\_\_\_\_

Date: \_\_\_\_\_  
(mm/dd/yyyy)

***\*Document is subject to change at any time without prior notification.***