

# ORIENTATION

NON-TEACHING SUBSTITUTE  
EMPLOYEES



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The Educational Service Center of Central Ohio Council of Governments (ESC-COG) hires substitutes who then accept non-teaching assignments in the following school districts.

# SCHOOL DISTRICTS WE SERVE

- ▶ Bexley City Schools
- ▶ Big Walnut
- ▶ Canal Winchester Local Schools
- ▶ Delaware Area Career Center
- ▶ Dublin City Schools
- ▶ Educational Service Center of Central Ohio
- ▶ Grandview Heights City Schools
- ▶ Hilliard City Schools
- ▶ Tolles Career and Technical Center
- ▶ Upper Arlington City Schools
- ▶ Westerville City Schools
- ▶ Worthington City Schools (nurses only)



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# EMPLOYMENT REQUIREMENTS

## TO BE HIRED AS A NON-TEACHING SUBSTITUTE WITH THE ESC-COG

- ▶ Complete Job ID 178 online

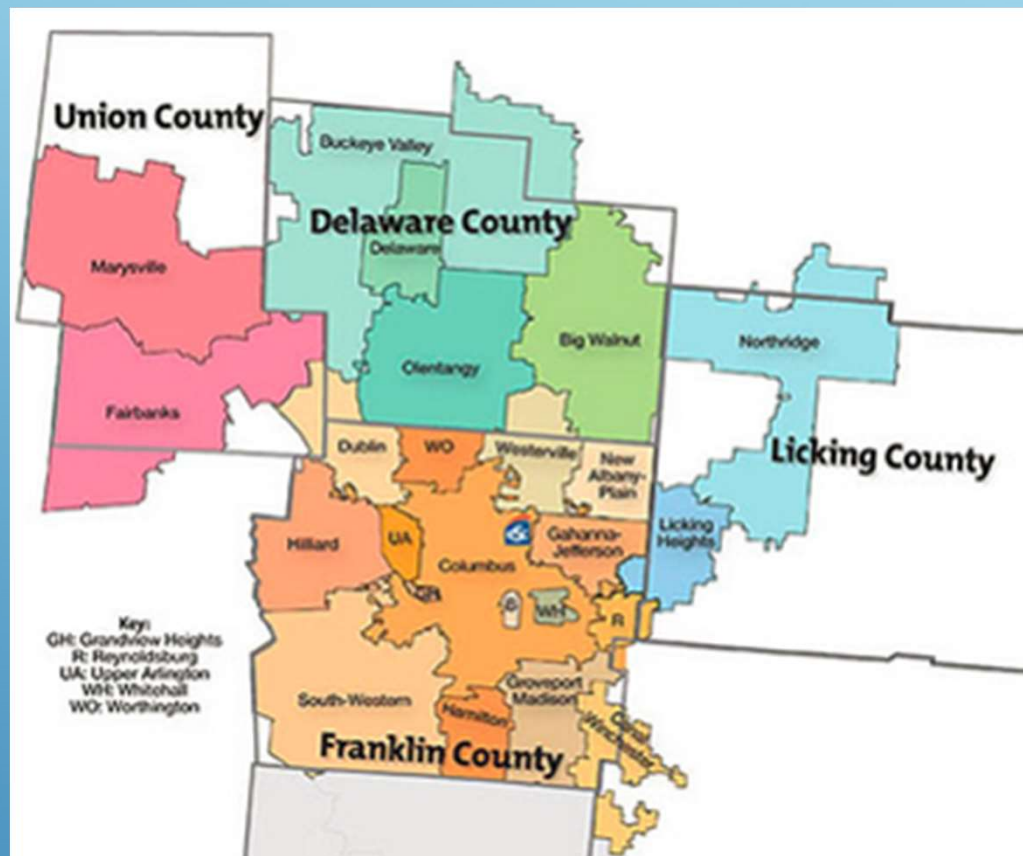
*Note: if you have a teaching or substitute license from ODE and would like to substitute in teaching **and** non-teaching assignments, you only need to complete Job ID 177.*

- ▶ Obtain BCI and FBI background check (within past 12 months) This service is available at both ESC locations.
- ▶ Complete BBP online safety training course and ESC-COG Substitute Handbook that is posted online.
- ▶ Understand performance expectations of a substitute
- ▶ Understand how to access Absence Management for assignments



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# ESC-COG MEMBER DISTRICTS



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\*A CONSENT RELEASE FORM WAS OBTAINED FOR ALL PHOTOS IS USED  
IN THIS PRESENTATION



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# NON-TEACHING ASSIGNMENTS FOR SUBSTITUTE EMPLOYEES

- ▶ Classroom teacher aide or para professional requires Educational Aide Permit from ODE or teaching or substitute teaching license
- ▶ Building administrative assistant or secretary
- ▶ Clinic/Health Aide requires Educational Aide Permit from ODE or teaching or substitute license
- ▶ Custodian summer help current background check
- ▶ School nurse requires Educational Aide Permit from ODE or teaching or substitute license
  - ▶ and current RN or LPN Nursing license
- ▶ Bi-lingual interpreter requires Educational Aide Permit from ODE
- ▶ American Sign Language interpreter requires ASL license and Educational Aide Permit from ODE



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The ESC of Central Ohio operates multiple classrooms for students with disabilities in various school districts throughout Central Ohio.

**DID YOU KNOW?**



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Online safety training is an important as we not only want our students to be in a safe environment, we also want to make sure our employees have the necessary safety training.

The following on line safety courses are provided through Public School Works.

## THE FOLLOWING ON LINE SAFETY COURSES ARE PROVIDED THROUGH PUBLICSCHOOLWORKS

ONLINE SAFETY COURSES FOR EMPLOYEES WORKING IN A SCHOOL ENVIRONMENT



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# PUBLICSCHOOLWORKS

ONLINE SAFETY COURSES FOR EMPLOYEES WORKING IN A SCHOOL ENVIRONMENT

- ▶ Public School Works International provides additional online training that is available to all ESC-COG substitute employees.
- ▶ M-026 Bloodborne Pathogens for School employees. 30 minute course at hire, and 20 minute annual refresher course is required.

**Please note that additional online training courses listed below may be required for substitutes who accept a long term substitute assignment.**

- ▶ M-013 Fire Safety - 20 minute course- at initial hire and annually
- ▶ M-014 Hazard Communication for school employees- 20 minute course. Required for full time employees, completed every 5 years thereafter
- ▶ M-015 Lock out/tag out - 15 minute course, required initially at hire
- ▶ M-134 Ohio Ethical use of Tests-10 minute course, required at initial hire
- ▶ M-135 Ohio Ethics Law –10 minute course, required at initial hire
- ▶ M-251 Reporting fraud – 5 minute course, required at initial hire
- ▶ C-002 Employee handbook ESC-COG Substitute Employee Handbook- annual requirement
- ▶ C-005 ESCCO Electronic Data Security- required at initial hire and annually



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# PUBLICSCHOOLWORKS

ONLINE SAFETY COURSES FOR EMPLOYEES WORKING IN A SCHOOL ENVIRONMENT

- ▶ The suite of courses listed below meet the requirements in HB 276 regarding child abuse detection training as listed in Ohio Revised Code 3319.073
- ▶ M-207 HB276 Module 1 Preventing Child abuse and Human Trafficking 60 minute course, required at initial hire then every 5 years to renew
- ▶ M-208 HB 276 Module 2 Depression and Self-Destructive Behavior 45 minute course, required at initial hire then every 5 years to renew
- ▶ M-209 HB276 Module 3 School Violence 45 minute course, required at initial hire then every 5 years to renew
- ▶ M-210 HB 276 Module 4 Substance Abuse Prevention 45 minute course, required at initial hire then every 5 years to renew
- ▶ M-211 HB 276 Module 5 Positive Youth Development 45 minute course, required at initial hire then every 5 years to renew
- ▶ M-380 Discriminatory Harassment-Identification and Response (Title IX) required at initial hire and every two years thereafter.



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# PUBLICSCHOOLWORKS

ONLINE SAFETY COURSES FOR EMPLOYEES WORKING IN A SCHOOL ENVIRONMENT

## Catalog # M-029- Available Training Courses

- ▶ **M-151 -- School Lockdowns (10 minutes)** This course instructs employees on the procedures to follow when a school lockdown is ordered.
- ▶ **M-494 Course Information -- Active Shooter Response (Video for Students) (30 minutes)** This training course presents a video that introduces the “ALICE” program to students. An action plan to counter an active shooter situation in schools, ALICE is an acronym for: alert, lockdown, inform, counter and evacuate. ALICE includes strategies designed to increase the chances of surviving an active shooter incident.
- ▶ **M-500- Course Information-- Active Shooter Response - Lockdown, Barricade, Escape, Counter Attack (15 minutes)** This course helps school employees take the safest course of action in an active shooter situation. The course contains information on fight and flight as alternatives to lockdown, as the situation requires. The course also includes tips on what to expect and how to react when emergency personnel arrive on the scene of a school shooting.
- ▶ **M-366 Course Information -- Active Shooter: What You Can Do (60 minutes)** An active shooter is someone actively engaged in killing — or attempting to kill — people in a confined area. School employees can help prevent and prepare for potential active shooter situations. After taking this course, you will be able to: understand what to do when confronted with an active shooter; identify what to do when responding to law-enforcement officials; recognize indicators of potential workplace violence; prevent and prepare for potential active shooter incidents; and manage the consequences of an active shooter incident.



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- ▶ The **vast majority** of all absences in our consortium are filled by proactive substitutes looking for and accepting jobs online in Absence Management.
- ▶ Districts may also fill absences by contacting a substitute of their choosing manually.

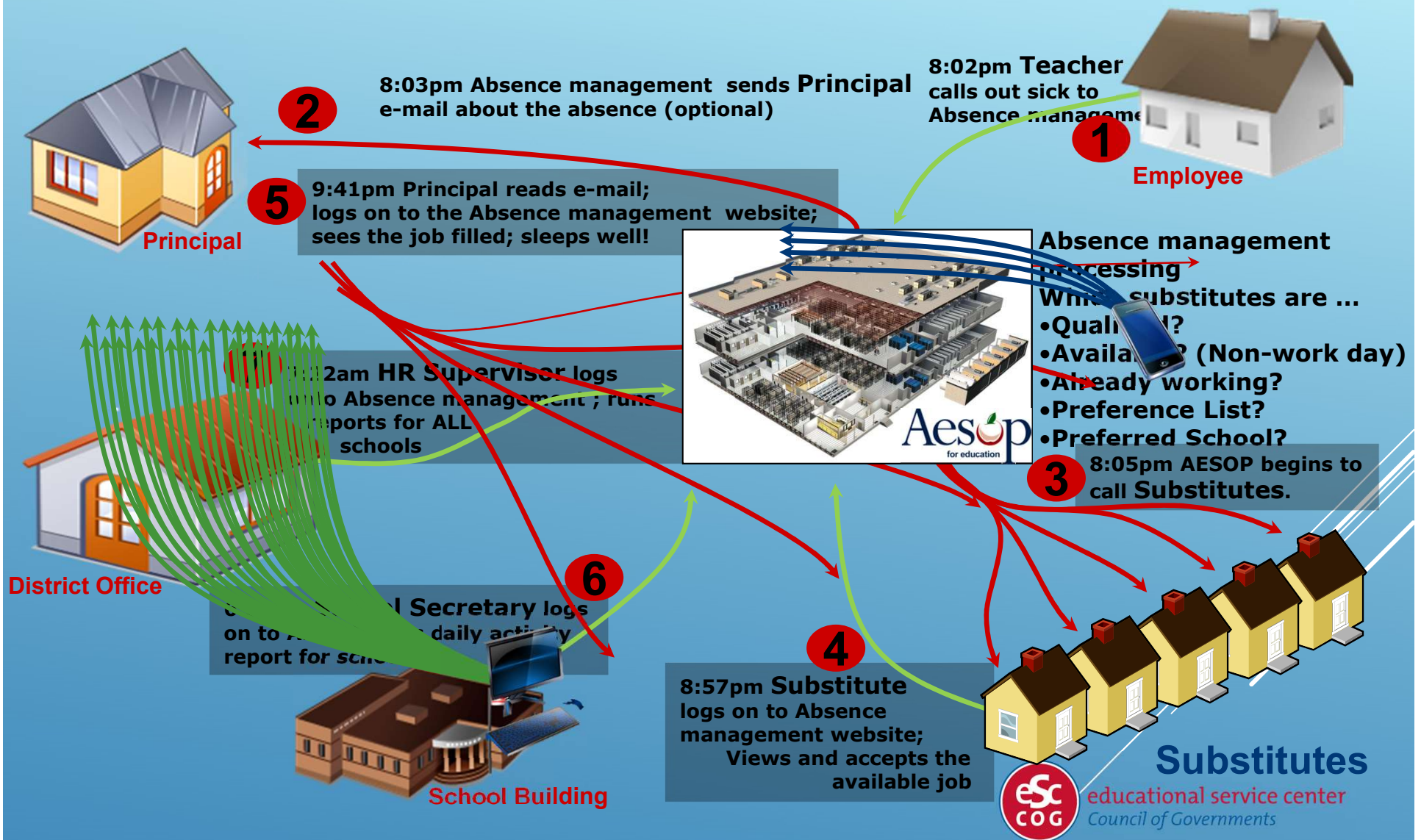
## HOW DOES ABSENCE MANAGEMENT FILL JOBS?



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# THE OVERALL PROCESS



# ABSENCE MANAGEMENT BASIC VIDEO

[CLICK TO WATCH >](#)

# ABSENCE MANAGEMENT ADVANCED VIDEO

[CLICK TO WATCH >](#)



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# USING SOCIAL MEDIA **RESPONSIBLY**

**facebook**



snapchat



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- ▶ Student information is always **CONFIDENTIAL**
- ▶ It is inappropriate to place names and actions of students on any form of social media
- ▶ Accessing or utilizing social media networks throughout the day when you have responsibilities is not acceptable

## SOCIAL NETWORKING

### WORKING IN SCHOOLS



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- ▶ DO have strict privacy settings
- ▶ DO understand there's no such thing as a truly private post
- ▶ DO understand free speech rights are limited
- ▶ DO learn ODE's licensure Code of Professional Conduct
- ▶ DO know your District's Acceptable Use Policy.
- ▶ DO keep work and play separate
- ▶ DO monitor your internet presence

## **SOCIAL MEDIA GUIDELINES**

FROM THE OHIO EDUCATION ASSOCIATION



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- ▶ DON'T use profanity, obscenity or anything that depicts you in a unfavorable light, including but certainly not limited to, any images with you drinking using drugs in questionable settings, with disreputable companions, inappropriate attire or engaging in illegal activities
- ▶ DON'T vent online and tell work stories
- ▶ DON'T accept a relationship with someone you do not know
- ▶ DON'T join groups that are unprofessional or inappropriate

## SOCIAL NETWORKING



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# #TIPS

Avoid being  
alone with a  
student.



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#TIPS

Never touch or  
grab a student.

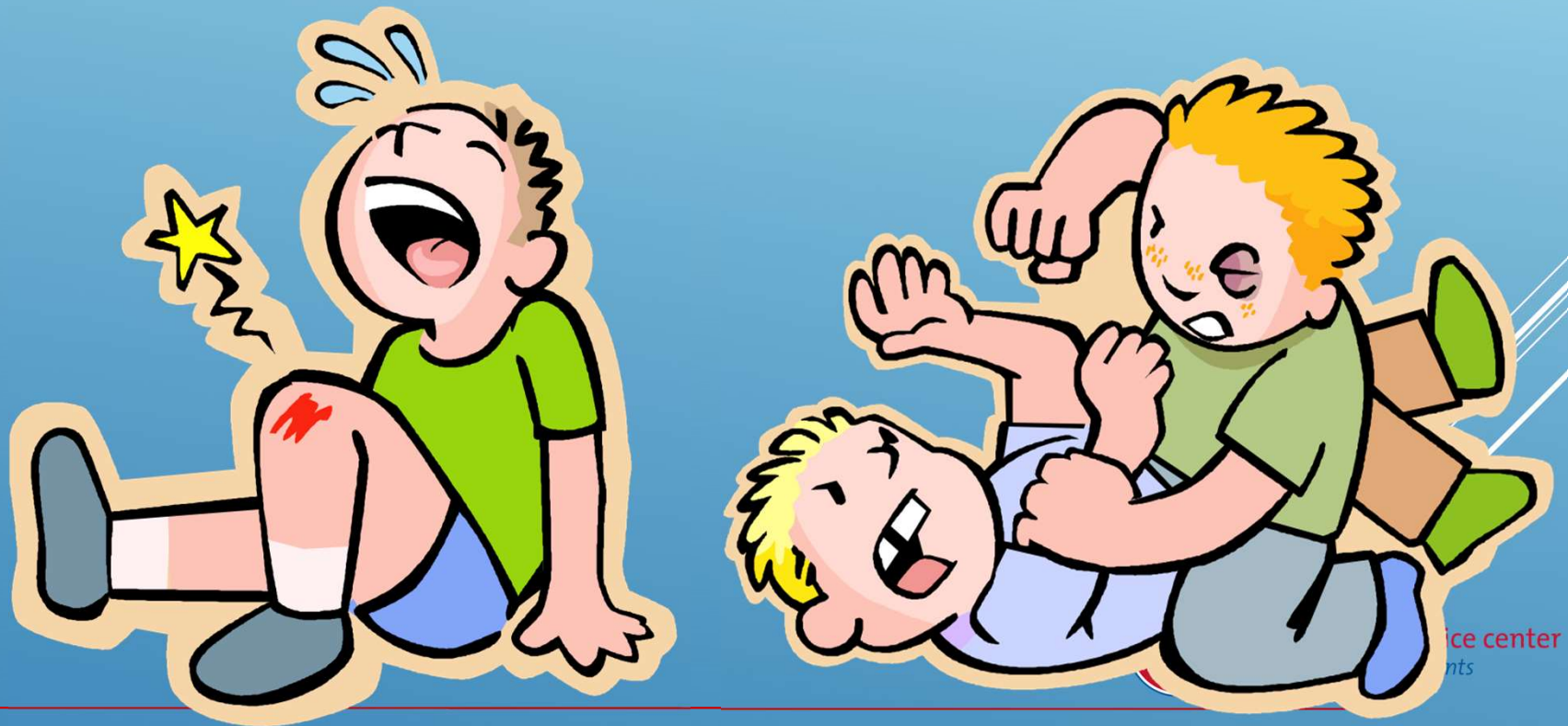


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# #TIPS

## Never leave students unattended





- ▶ Administrators reserve the right to exclude substitutes from classrooms, schools or entire districts
- ▶ Substitutes excluded from two buildings in the same district are excluded from the entire district
- ▶ Substitutes excluded from two districts within the ESC-COG consortium are excluded from all ESC-COG districts
- ▶ Nature of performance issue(s) may exclude a substitute immediately from an entire district or the ESC-COG Substitute consortium

## SUBSTITUTE PERFORMANCE ISSUES



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# SUBSTITUTE PERFORMANCE ISSUES

- ▶ No Call-No Show; cancellation of an assignment after the district's cut-off time or failure to show for an assignment that you have accepted
- ▶ Late arrival for an assignment, leaving an assignment early
- ▶ Use of tobacco products or electronic cigarettes in or on school facilities or grounds
- ▶ Dismissing students early from a class period or at the end of the school day
- ▶ Unprofessional dress, unprofessional attitude
- ▶ Inappropriate and unauthorized use of school resources including but not limited to computers, phones
- ▶ Being under the influence of alcohol or drugs
- ▶ Ineffective classroom control and/or management issues
- ▶ Breach regarding confidentiality of student data
- ▶ Failure to provide supervision to students at all time
- ▶ Use of rude, discourteous or inappropriate comments or language to students, staff, or parents
- ▶ Being physically or verbally abusive towards students
- ▶ Failure to follow plans as provided
- ▶ Not arriving to assigned duties on time within the school day



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# CHECK OUT

## AT THE END OF THE ASSIGNMENT

- ▶ Be sure to fulfill all of the check out procedures with at your school assignment
- ▶ Return school keys and/or any other items from the assignment



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The ESC-Council of Governments reserves the right to remove any substitute employee from the Absence Management system, anytime, at its sole discretion.

Violation of performance issues such as those previously shown could result in immediate exclusion from the ESC-COG.

# CANCELLING JOBS

If you need to cancel a job that you've already accepted, contact the school listed on your Absence Management assignment page or in the ESC-COG substitute employee handbook.



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# PAYROLL SCHEDULE

Visit [www.escco.org](http://www.escco.org) and go to the [substitute page](#). The payroll schedule is posted in the Resources section.

If you believe there may be an error on your paycheck, first review the Payroll schedule posted online. If you still have concerns, email the ESC Payroll Department at [cogpayroll@escco.org](mailto:cogpayroll@escco.org).



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# MY JOB DESCRIPTION

A substitute job description can be found in the ESC-COG Substitute Employee Handbook that is posted on the [Substitute web page](#).



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# SUBSTITUTING 2019-2020

Be sure to check the [ESC Substitute web page](#) for updates and announcements as well as your annual reasonable assurance notification.

- ▶ Remember, you must have completed ten assignments in the 2019-2020 school year in order to renew. (Exception for those working part time for one of our member districts, those on Active Military Duty or in Cosmetology classes)

Read the Web Alert announcements that appear when you log onto Absence Management to search for jobs.

# ABSENCE MANAGEMENT ACTIVATION

You will receive an email from the ESC-COG HR office with an introduction to Absence Management along with your initial user name and password.

*You will be prompted to create your own new user name and password.*



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# ADD A DISTRICT

## COMPLICATIONS

To add a school district please send us an email [substitute@escoco.org](mailto:substitute@escoco.org) requesting the update.



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# QUESTIONS? CONCERNS?

email

[substitute@esc.co.org](mailto:substitute@esc.co.org)



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