

# ONBOARDING

## SUBSTITUTE TEACHERS



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**THE ESC OF CENTRAL OHIO  
LEADS WHEN NECESSARY,  
SUPPORTS ALL STAKEHOLDERS,  
AND SEEKS TO SHARE AND LEVERAGE RESOURCES ON  
BEHALF OF ITS CLIENT SCHOOL DISTRICTS AND  
PARTNERS.**



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# WELCOME

- ▶ Please find your name on the attendance log sheet and sign your name . If your name is not on list, please add your name and signature to the list.
- ▶ Do you need a background check? If so, please see the receptionist in the lobby to complete the background check request form and pay the fee. The background check will be completed during the onboarding session today. Please refer to our website for additional background check times and locations.
- ▶ Our Human Resources staff members will review your original Federal I-9 Employment Eligibility documents



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\*CONSENT RELEASE FORMS WERE OBTAINED FOR ALL PHOTOS USED IN THIS PRESENTATION



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# WEBSITE NAVIGATION

## WWW.ESCCO.ORG



[Substitutes](#) [Human Resources](#) [Careers](#) [Staff](#)

[Services](#)

[Events & Learning](#)

[Conference Center](#)

[Our Agency](#)

## Substitutes

**ESC of Central Ohio**

[Services](#)

[Events & Learning](#)

[Conference Center](#)

[Our Agency](#)

### Substituting with the ESC of Central Ohio



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### What is your current substitute status?

[New or Prospective Applicant](#)

[Substitute Renewal](#)

[FAQs](#)

[Resources](#)

# SELECT CURRENT STATUS

The screenshot shows a web browser window with the URL `escoco.org/Substitutes.aspx`. The browser's address bar and tabs are visible at the top. Below the browser window, the webpage content is displayed. At the top of the page is a dark blue navigation bar with four menu items: **Services**, **Events & Learning**, **Conference Center**, and **Our Agency**. Below this bar is a dark grey header with the word **Substitutes** in white. On the left side, there is a vertical sidebar with a dark blue header **ESC of Central Ohio** and four menu items: **Services**, **Events & Learning**, **Conference Center**, and **Our Agency**. The main content area has a white background and features the following elements: 

- The heading **Substituting with the ESC of Central Ohio**.
- A large image showing a smiling woman in a grey blazer holding papers, with the ESC of Central Ohio logo overlaid on the left side. The logo consists of a red circle with 'esc' in white and 'COG' in red below it, followed by the text 'educational service center' and 'Council of Governments'.
- The heading **What is your current substitute status?**
- A list of links: [New or Prospective Applicant](#), [Substitute Renewal](#), [FAQs](#), and [Resources](#).

Employee Training System x Steps to become a substitute x +

escoco.org/Stepstobecomeasubstitute.aspx

Apps ESC of Central Ohio Mail - Douglas Beh... A Safety & Regulat... SCSS mySCView Core Dashboard Room schedule ESC General (Strategic S... Absence approval f... ESC Student Service... PowerSchool eFina...

**esc** educational service center  
of Central Ohio

Substitutes Human Resources Careers Staff

Services Events & Learning Conference Center Our Agency

## Steps to become a substitute

**Substitutes**

**Steps to become a substitute**

Steps to renew substitute eligibility

FAQs

Substitute Resources

### Steps to become a substitute



NOTICE: Frontline ID Account Update & Quick Start Guide

- 1) Register for and attend an onboarding/orientation *(for those seeking substitute teaching positions only)*
- 2) Complete the application for substitute teaching or non-teaching substitute position and create an ESC Employment Application account
- 3) Obtain your Ohio teaching license, substitute license or educational aide permit (Use IRN 046938 for superintendent signature)\*
- 4) Complete both your BCI and FBI background checks *(if*

### Apply Now

Substitute Teaching

Non-Teaching Substitute

https://www.escoco.org/FAQs.aspx

# NEW OR PROSPECTIVE



# Steps to become a substitute

- Substitutes
- Steps to become a substitute**
- Steps to renew substitute eligibility
- FAQs
- Substitute Resources

## Steps to become a substitute



## Apply Now

- Substitute Teaching
- Non-Teaching Substitute

NOTICE: Frontline ID Account Update & Quick Start Guide

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https://www.escoco.org/FAQs.aspx

# SUBSTITUTE RESOURCES



# DID YOU KNOW?

A student will spend the equivalent of at least one full year with a substitute by the time they graduate from high school.

Source: Jane Elizabeth, Post-Gazette Education Writer Sunday, January 07, 2001 <http://old.post-gazette.com/headlines/20010107subs2.asp>



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# Hiring Process



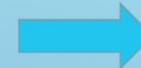
**Step 1**  
Register for  
orientation



**Step 2**  
Complete Substitute  
Employment  
Application



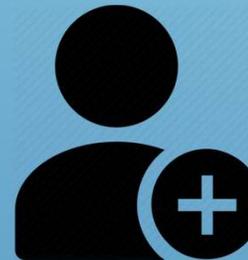
**Step 3**  
Complete the  
eForm packet



**Step 4**  
Apply for  
ODE license



**Step 5**  
Complete BCI &  
FBI background  
check



Hired by ESC/COG  
Board and issued  
access to Absence  
Management



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# EXPECTATIONS

## BY THE END OF THE SESSION YOU WILL BE ABLE TO:

- ▶ Identify the ESC-COG Substitute Consortium member school districts
- ▶ Understand how to use Absence Management
- ▶ Be aware of how to avoid potentially tricky situations with students in the classroom
- ▶ Be aware of key tasks in the classroom to complete throughout the day
- ▶ Understand our performance expectations



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# ESC-COG SUBSTITUTE CONSORTIUM MEMBER SCHOOL DISTRICTS

**Bexley City Schools\***  
**Big Walnut Local Schools \***  
**Buckeye Valley Local Schools**  
**Canal Winchester Local Schools \***  
**Columbus School for Girls**  
**Delaware City Schools**  
**Delaware Area Career Center \* \***  
**Dublin City Schools \* \***  
**ESC of Central Ohio Classrooms \***  
**Fairbanks Local Schools**  
**Gahanna Jefferson City Schools**  
**Grandview City Schools \* \* \***  
**Groveport Madison Local Schools**  
**Hamilton Local Schools**

\* non-teaching

\*\* non-teaching & custodial

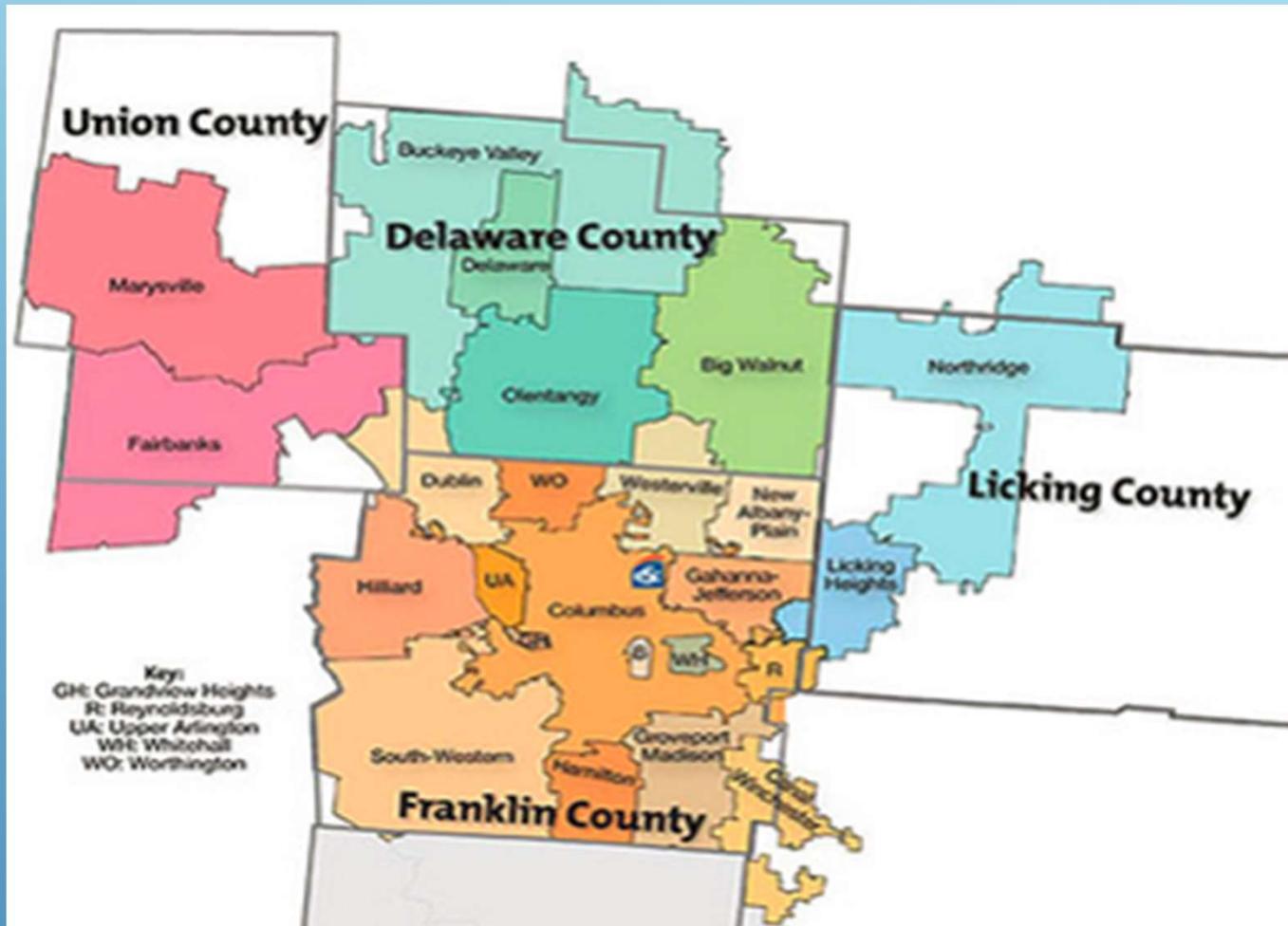
\* \* \* school nurses

**Hilliard City Schools \***  
**Licking Heights Local Schools**  
**Marburn Academy**  
**Marysville Exempted Village Schools**  
**New Albany-Plain Local Schools**  
**Northridge Local Schools**  
**Olentangy Local Schools**  
**The Metro Early College High School**  
**Whitehall City Schools**  
**St. Vincent Education Center**  
**Tolles Career and Technical Center\***  
**Upper Arlington City Schools \***  
**Wellington (new 2019-2020)**  
**Westerville City Schools \***  
**Worthington City Schools \* \* \***



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# SUBSTITUTE CONSORTIUM MEMBER SCHOOL DISTRICTS





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## DID YOU KNOW?

The ESC of Central Ohio provides teachers and paraprofessionals for students with disabilities in 29 school districts throughout Central Ohio.

*To include ESC classrooms in your preferences, select **ESC of Central Ohio** under district preference on your application.*



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## Types of ESC sponsored classrooms:

- ▶ **Cross Categorical\*** | Special education classrooms for students with varying needs and levels of disability
- ▶ **STACK\*** | Classrooms specifically designed to the learning needs of students on the autism spectrum
- ▶ **Hearing Impaired\*** | Students with varying levels of hearing ability
- ▶ **Emotionally Disturbed** | Students with demonstrated social and emotional problems
- ▶ **Community-Based Transition** | Designed to help students learn life and career skills and transition to be more independent post-high school

*\* Classrooms available at preschool level*

# UNDERSTANDING ESC CLASSROOMS



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# UNDERSTANDING NON-TEACHING ASSIGNMENTS

## Big Walnut

- Paraprofessional
- Educational Aide

## Hilliard

- Paraprofessional
- Educational Aide
- Secretary
- Nurse
- Custodian

## Westerville

- Paraprofessional
- Educational Aide
- Secretary

*\*These are only examples and not an exhaustive list of non teaching substitute options available*



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# FILLING JOBS

## ABSENCE MANAGEMENT

- ▶ The **vast majority** of our absences are filled by proactive substitutes looking for, and accepting jobs online.
- ▶ Assignments posted with less than 24 hours notice may necessitate a school district directly contacting a substitute in addition to automated calls from Frontline.

### Need to cancel an assignment?

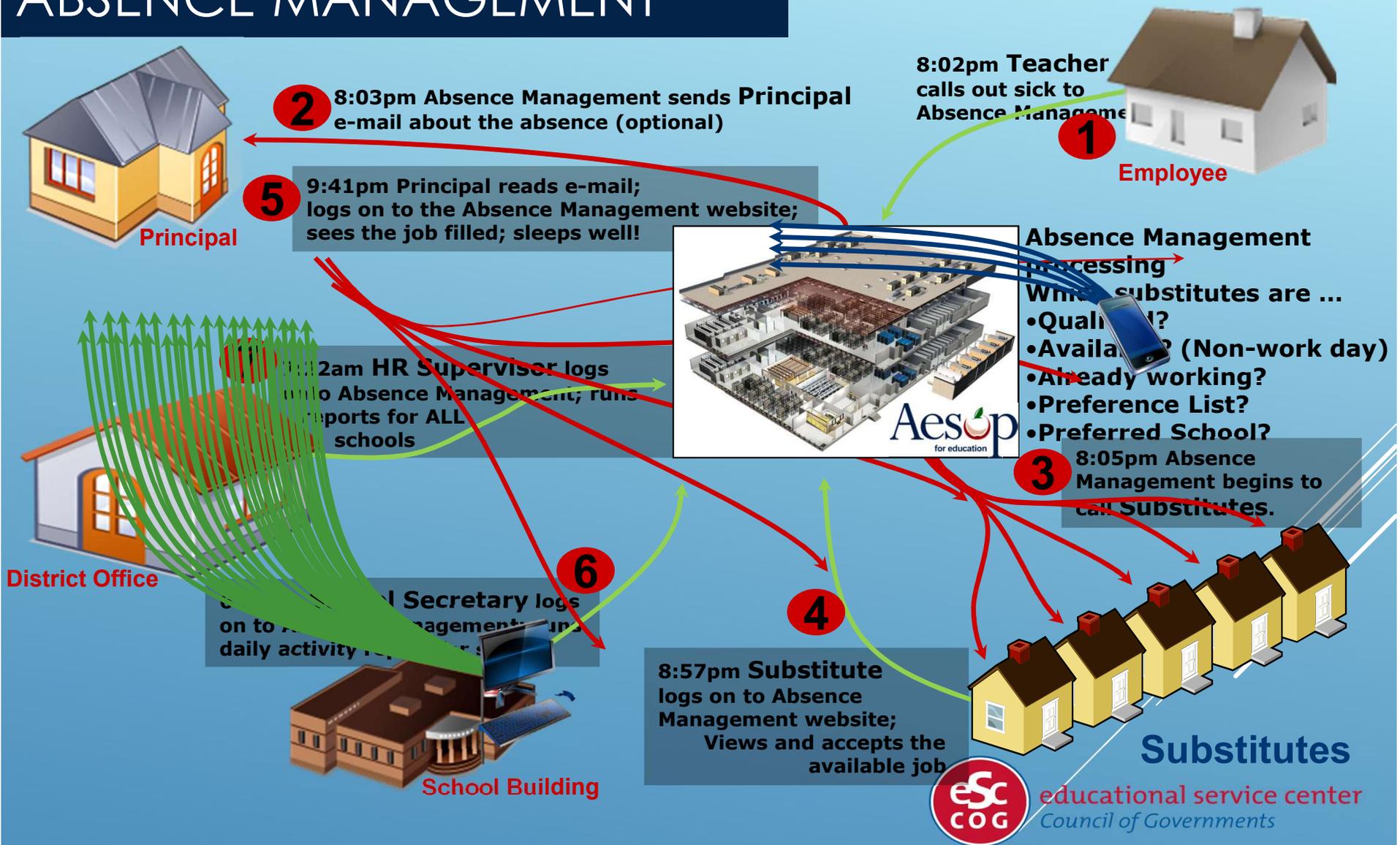
- ▶ You must contact the school district directly as soon as possible so they can cancel your assignment and repost the absence.



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# THE PROCESS

## ABSENCE MANAGEMENT



# ABSENCE MANAGEMENT BASIC VIDEO

[CLICK TO WATCH >](#)

# ABSENCE MANAGEMENT ADVANCED VIDEO

[CLICK TO WATCH >](#)



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# JOBULATOR.COM

The screenshot shows the Jobulator website in a browser window. The browser's address bar displays "Secure | https://jobulator.com". The website's header includes the Jobulator logo with the tagline "you've got jobs™", a "MY ACCOUNT" button, and a "START FREE TRIAL" button. The main content area features the heading "You've Got Jobs™" and a paragraph: "Jobulator gives you access to all your Frontline Education Absence Management (formerly Aesop®) job notifications on the go, so you have the flexibility to go about your daily business. You don't have to be tied to your computer anymore, waiting for available jobs." Below this text is a "START YOUR FREE TRIAL" button. To the right, two smartphones are shown. The left phone displays a calendar for September, and the right phone displays a notification for a "Math" class at "Martin Luther Elementary" on "Wednesday, October 8, 2014". A blue banner over the right phone reads "FRONTLINE EDUCATION APPROVED". A vertical sidebar on the right side of the page contains icons for "Menu", "About", "Features", and "Pricing".



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# SUBSTITUTE TEACHING LICENSES

Effective July 1, 2019

## Post-secondary degree in Education:

- ▶ Issued with a teaching field of "Education Degree-Unlimited subbing."
- ▶ Valid for daily substitute teaching (e.g., a different class each day) in any subject or grade level.
- ▶ Valid for teaching unlimited days in a specific class in any subject or grade level.

## Post-secondary degree in a subject related to an area of licensure:

- ▶ Issued with a teaching field in a designated subject area related to the post-secondary degree (e.g., Integrated Mathematics).
- ▶ Valid for daily substitute teaching (e.g., a different class each day) in any subject or grade level.
- ▶ Valid for teaching unlimited days in the designated subject area in any grade level.
- ▶ Valid for teaching up to one semester in a specific class in other subjects with local board approval.

## Post-secondary degree in a subject unrelated to any area of licensure:

- ▶ Issued with no teaching field.
- ▶ Valid for daily substitute teaching (e.g., a different class each day) in any subject or grade level.
- ▶ Valid for teaching up to one semester in a specific class at any grade level with local board approval.

For individuals who are limited to one semester in a specific class, the local board of education may approve additional subsequent semesters in the same class.



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# THE BEGINNING...

- ▶ Greeting students at the door helps set a positive tone for the class.
- ▶ Complete student attendance task. *(If you are not sure, be sure to ask what the procedure is for recording student attendance and issuing student bus passes.)*
- ▶ Introduce yourself as soon as class begins. Advise students that your job is to make sure that their teacher's lesson plans are followed.
- ▶ It's okay to tell your students what your expectations of behavior are but avoid telling them all "don't" expectations.
- ▶ If there's no seating chart, make one. Have students write their name on the seating chart so that the teacher can see where his/her students sat.



# THE MIDDLE...

- ▶ Implement and follow the teacher's lesson plans.
- ▶ If there are no lesson plans, or they are incomplete, seek assistance from other grade level teachers and/or building administrator. *(You don't need to advertise this to your class)*
- ▶ Use physical proximity and "work the room."
- ▶ Present your lesson into "attention-keeping" time frames.  
*(10-12 minutes is ideal)*
- ▶ Lessons typically consist of an introduction of the objective, the introduction of the new information and provide review/practice of that information.



# THE END...

- ▶ Review the objective you stated early in the class; discuss what has been accomplished.
- ▶ *Unless you've been told otherwise, always collect the teacher's assignments.*
- ▶ What questions/concerns/confusion do the students have?



# HELPFUL HINTS

## Being prepared for a substitute assignment means:

- ▶ You have access to your Absence Management confirmation number
- ▶ You are prepared for the assignment.
- ▶ You have dressed professionally for the substitute assignment you have accepted.
- ▶ Plan to arrive at least 15-20 minutes before your assignment begins.
- ▶ Introducing yourself to your teaching colleagues in your area.
- ▶ Introducing yourself to the building administrative assistant and principal (if available).
- ▶ Recognizing that the principal may do a brief walkthrough in your classroom during your assignment.
- ▶ Leave a note for the teacher
- ▶ Leave the classroom as you found it.



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# HANDLING THE UNEXPECTED

Be aware of important schedule information, such as:

- ▶ Are there any special events scheduled for today?
- ▶ Are there any students authorized to leave the classroom? (*Tutoring, work schedules, etc.*)
- ▶ Know the building student lunch schedule times



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# HANDLING THE UNEXPECTED

What if I need to cancel my substitute assignment ?

- ▶ You may cancel it on line if it is before the cut off time.
- ▶ If it is after the cut off time then use the contact phone number that is listed on the Absence Management assignment page. If calling when school is closed leave a message with your name and assignment that you need to cancel. Once school is in session, call and talk with the Building Administrative Assistant to verify that they received your message.



# #Substitute TIPS

Avoid being alone with a student

Never touch or grab a student



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# RESPONSIBLE USE OF SOCIAL MEDIA

facebook

You  
Tube

  
snapchat



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The ESC-COG recognizes the importance of social media (i.e. Blogs, Forums, Facebook, Youtube, Google+) for its employees.

However, use of social media by employees may become a problem if:

- ▶ It interferes with the employee's work
- ▶ Is used to harass co-workers or clients
- ▶ Creates a hostile work environment
- ▶ Violates any law, regulation, policy or terms of the ESC-COG Employee Handbook

## SOCIAL MEDIA GUIDELINES



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- ▶ Student information must always remain **CONFIDENTIAL**.
- ▶ Never mention names and actions of students on any form of social media.
- ▶ Accessing or utilizing social media networks throughout the day when you have teaching responsibilities is not acceptable.

## SOCIAL MEDIA GUIDELINES



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# CLASSROOM MANAGEMENT



Successful substitute teachers make students feel comfortable in their classroom while remaining in control.



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# CLASSROOM MANAGEMENT

## Recommended Traits

- ▶ Build trust
- ▶ Speak respectfully to students
- ▶ Non-reactive
- ▶ Make eye contact
- ▶ Use appropriate body language
- ▶ Explain questions thoroughly
- ▶ Assertive
- ▶ Confident
- ▶ Clearly articulates expectations
- ▶ Treat students with respect
- ▶ Proactive
- ▶ Use an appropriate sense of humor



## FINALLY...

Before you leave the assignment, leave a note for the classroom teacher and include:

- ▶ all student attendance records/bus passes issued.
- ▶ what was accomplished during the day
- ▶ any incidents that may have occurred that the teacher needs to be aware.
- ▶ your contact information so the teacher can contact you with questions or when she/he wants you to substitute again. *There is an online feedback procedure in Absence Management, however it is preferred that you leave an actual note for the teacher.*
- ▶ return any school/classroom keys and any other items from the assignment.



# CLASSROOM MANAGEMENT

"Meeting a child's aggression with adult aggression only adds fuel to the fire. To extinguish aggressive behavior meet it with calmness and compassion. Being calm isn't passive—it's mature."

~Rebecca Eanes, Author



# IMPORTANT REMINDER

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

Violation of any performance issues covered here could result in immediate exclusion from the ESC-COG.



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# SUBSTITUTE PERFORMANCE ISSUES

- ▶ 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 Absence Management districts
- ▶ Nature of performance issue(s) may exclude a substitute immediately from an entire district or the ESC-COG Absence Management consortium



# SUBSTITUTE PERFORMANCE ISSUES

- ▶ Ineffective classroom control and/or management issues
- ▶ Breach regarding confidentiality of student data
- ▶ Inappropriate and/or unauthorized use of school resources including but not limited to computers, phones. Use of personal cell phone/ear buds during instructional time.
- ▶ Failure to follow or implement lesson plans as provided
- ▶ Failure to provide supervision to students at all time including dismissing students early from class or at the end of the school day
- ▶ Use of rude, discourteous or inappropriate comments or language to students, staff, or parents
- ▶ Being physically or verbally abusive towards students
- ▶ **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
- ▶ Not arriving to assigned duties on time within the school day
- ▶ Late arrival to an assignment, or leaving before the assignment is scheduled to end
- ▶ Use of tobacco products or electronic cigarettes in or on school facilities or grounds
- ▶ Unprofessional dress, unprofessional attitude
- ▶ Being under the influence of alcohol or drugs
- ▶ Violation of Licensure Code of Professional Conduct for Ohio Educators



# PRACTICE

*WHAT WOULD YOU DO?*

The following scenarios are from actual performance reports.

In your small group, please review the each scenario and discuss how you might handle the situation.



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# SCENARIO ONE

I received a performance report indicating that you did not show up for an assignment that you had accepted.

It was reported that you did not call the school to inform them that your son was ill and that you would not be able to complete the assignment. In the report, it says that you had been great with the students and staff previously, and even had ideas for a future art project.

By not contacting the school to let them know of your change in plans, coverage for that class was compromised.



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## SCENARIO ONE

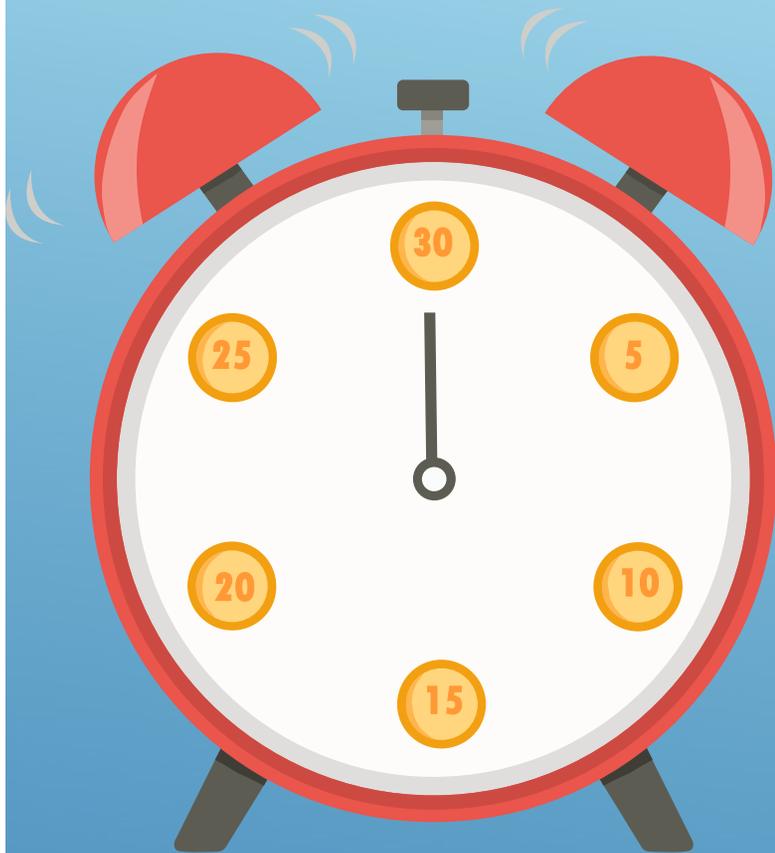
# OPTIONS

- ▶ Send a warning letter
- ▶ Block from classroom
- ▶ Block from building
- ▶ Block from district
- ▶ Other: Report to Office of Professional Conduct at ODE or other law enforcement agencies



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TIME'S UP!



TIME LIMIT:  
30 seconds



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## SCENARIO ONE

# RESPONSE

“Attached is a summary of the expectations for substitute teachers, as listed in the Substitute Employee Handbook. I have highlighted those that either were not completed, or not completed satisfactorily.”

- ▶ *The district has requested that you be sent a warning and reminded you to complete the absence reason section if you must cancel an assignment late.*



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# SCENARIO TWO

A performance report was received concerning your behavior while on a middle school substitute assignment.

According to the report, you were removed before the end of the day due to inappropriate responses to students. Students shared the following comments to from you:

- ▶ Told student(s) to shut up
- ▶ Asked them if they “had problems”
- ▶ Directed one student to put a ruler in his mouth so “he will shut up.” The student did this, and you then raised the student’s sweatshirt hood to cover his head/face.
- ▶ Your response to a student after stating he wanted to be a surgeon when he grew up was “the first thing you’d want to do is cut your tongue out so you can’t talk.”
- ▶ Asked a student who his dentist was, stating he needed to see him so “he can wire your mouth shut.”
- ▶ Told a student “someone needs to get you a pacifier for Christmas because you are a baby.

When asked by the principal about these remarks, your response was “*I am not going to deny those statements. The student would not shut up.*”



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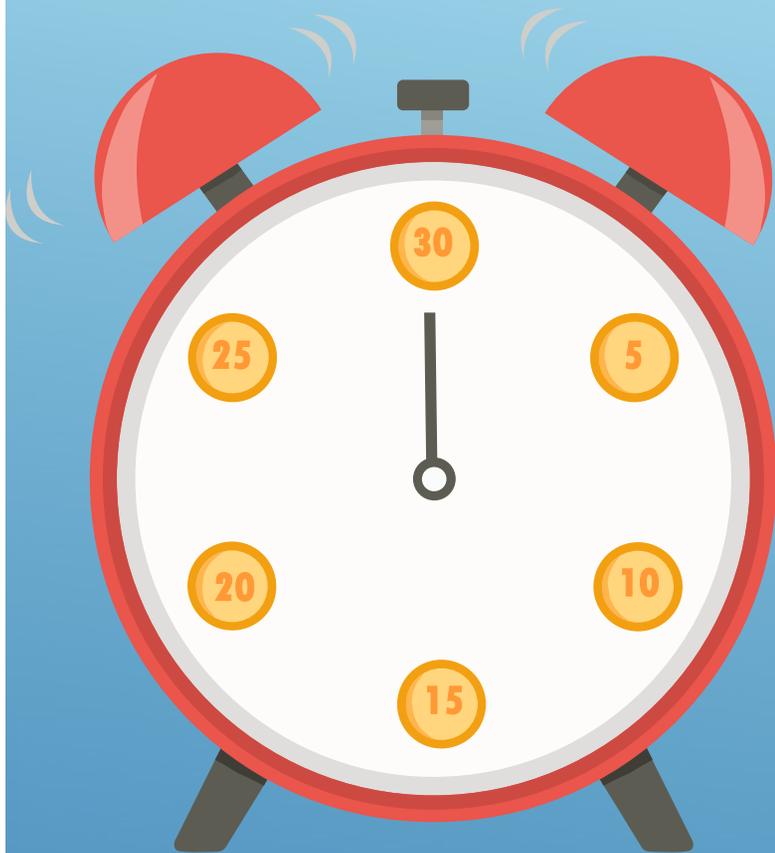
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TIME'S UP!



TIME LIMIT:  
30 seconds



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## SCENARIO TWO

# RESPONSE

“The ESC-COG Substitute Employee Handbook discusses the ODE Licensure Code of Professional Conduct for Ohio Educators. In each situation outlined above, you did not establish and adhere to appropriate boundaries in dealing with students; you crossed the boundary with your unprofessional and inappropriate behavior.”

As a result, the school district has requested that you *no longer be able to accept substitute assignments in their district, effective immediately.*



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# SCENARIO THREE

The ESC-Council of Governments received a substitute performance report regarding your substitute assignment at the elementary school. According to the information provided, you were observed using your phone or using the classroom computer for personal reasons. She indicates that the classroom paraprofessional, the special education teacher and building substitute all shared with you that this was not an accepted practice and asked you to stop. They reported you still continued. The assistant principal also spoke with you regarding this issue. When doing her walkthrough, she observed you seated away from students and using your phone while the other teachers in the classroom were working with the students.

Based upon the report, it appears that instead of interacting with the students, you were distracted from your duties by your cell phone and, as a result, did not provide adequate interaction or instruction to the students.



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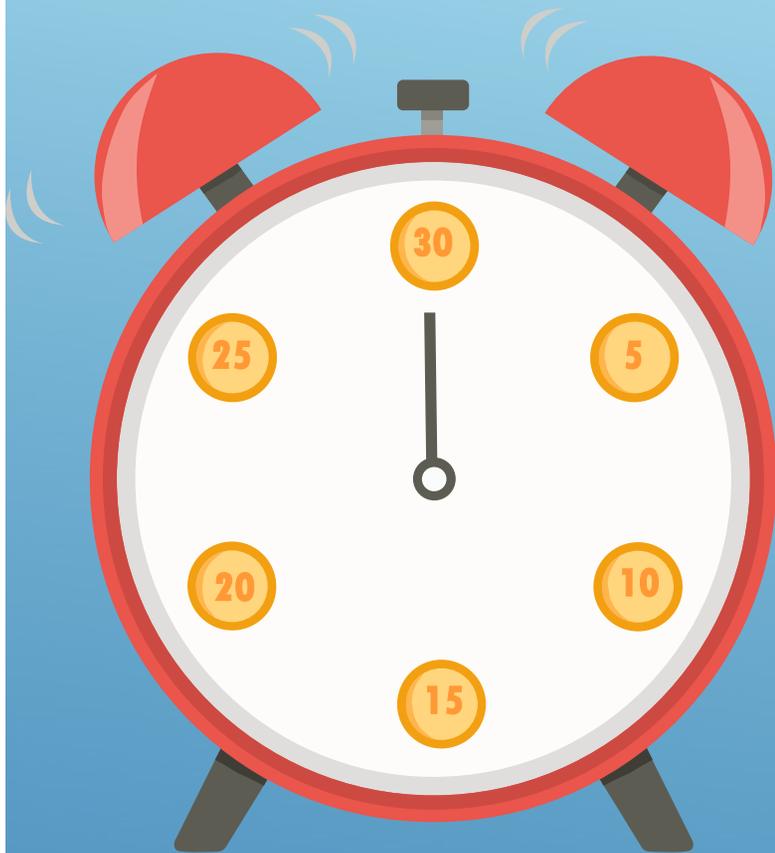
## SCENARIO THREE OPTIONS

- ▶ Send warning
- ▶ Block from classroom
- ▶ Block from building
- ▶ Block from district
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TIME'S UP!



TIME LIMIT:  
30 seconds



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## SCENARIO THREE RESPONSE

*“As a result of this report, you will no longer be eligible to accept assignments at the elementary school.”*

Please note that any future performance issues will result in your being completely excluded from the ESC-COG Substitute Consortium.



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# SCENARIO FOUR

We received a performance report concerning your recent assignment in the high school building. According to report, you did not follow the lesson plans that had been provided for your use in the math classroom and instead started teaching a lesson on cultural tolerance. You were advised that the students were preparing for semester examinations and needed to review.

As a substitute, it is expected that you implement the lesson plans provided by the classroom teacher. In this case, it appears you modified the assignment with your own lesson, which was unrelated to the classroom curriculum. This is not an acceptable practice.

You replied that you “were only here today and needed to make sure they received tolerance information.”

The lesson was ended and students were directed to take out their reviews and begin working in small groups. The other teacher in the room then took a group for review.



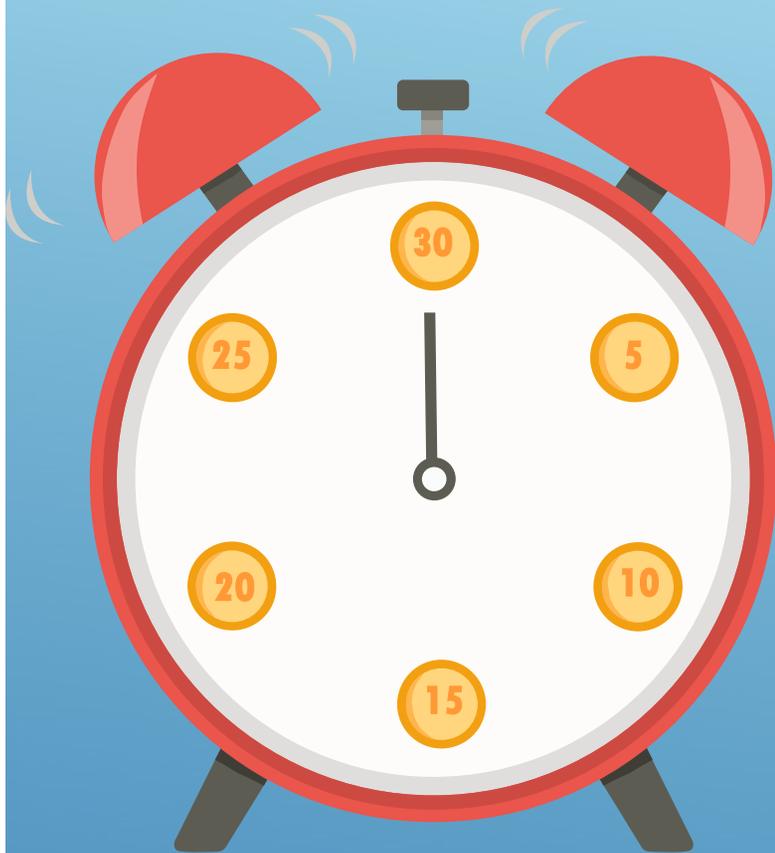
## SCENARIO FOUR OPTIONS

- ▶ Send a warning letter
- ▶ Block from classroom
- ▶ Block from building
- ▶ Block from district
- ▶ Other: Report to Office of Professional Conduct at ODE or other law enforcement agencies



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TIME'S UP!



TIME LIMIT:  
30 seconds



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## SCENARIO FOUR RESPONSE

“Based upon the information provided in this report, you will *no longer be eligible to accept future assignments at the high school.*”



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# SCENARIO FIVE

The performance report shared concerns that were brought to the attention of the building principal by several students and another substitute in the building. The report alleged that you made the following comments/actions during the course of the day.

- ▶ You asked student, “do you want me to kiss your forehead?” following an injury sustained by a student.
- ▶ Referred to female students as “babe” and “honey.”
- ▶ You placed your hands on students’ shoulders and backs during class.
- ▶ Asked a student, “do we need to go into another room and talk?”



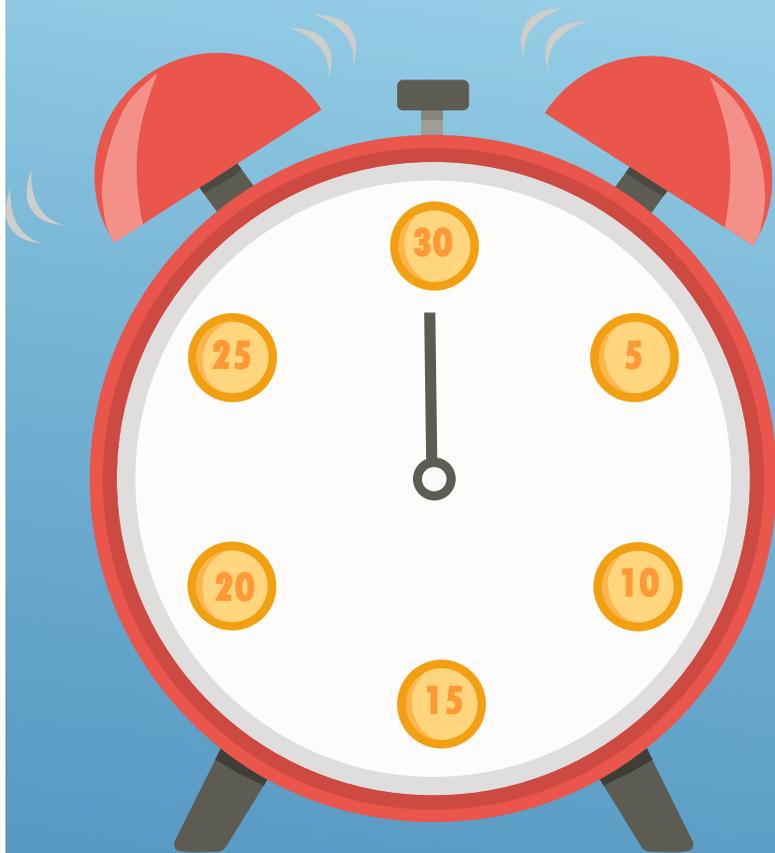
## SCENARIO FIVE OPTIONS

- ▶ Send warning
- ▶ Block from classroom
- ▶ Block from building
- ▶ Block from district
- ▶ Other: Report to Office of Professional Conduct at ODE or other law enforcement agencies



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TIME'S UP!



TIME LIMIT:  
30 seconds



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## SCENARIO FIVE RESPONSE

“In orientation, we stress to avoid touching and/or being alone with students. Your remark to the student about going into another room would qualify as meeting alone with a student. While you acknowledged that kissing an injury in attempt to reduce student’s alarm is a bad idea, I find that your behavior is not consistent with the expectations that we have established for substitutes in the classroom.

Attached is a summary of the expectations for substitute teachers, as listed in the Substitute Employee Handbook. Those that were either not completed, or not completed satisfactorily, have been highlighted. Furthermore, based upon this report, your behavior may constitute as unacceptable and unprofessional behavior, and the Office of Professional Conduct at the Ohio Department of Education has been notified.

As a result, based upon the information provided, you will no longer be eligible to accept substitute assignments within the ESC-COG Substitute Consortium.

***ODE revoked this individual’s substitute teaching license.***



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TEACHER PEACH™ There is **no**  
*substitute*  
for a **great**  
*substitute*  
**teacher!**  
.....  
THANK YOU.



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# QUESTIONS/CONCERNS?

[substitute@escoco.org](mailto:substitute@escoco.org)

# THANK YOU



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