



## ESC-COG Substitute Consortium Employee Handbook

On behalf of the Educational Service Center of Central Ohio - Council of Governments (ESC-COG) Governing Board, it is our pleasure to welcome you as a substitute employee.

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. 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. Please read this handbook carefully in order to become acquainted with ESC-COG policies. Through your work with our school districts, you agree to abide by their policies, rules and regulations as part of every assignment you accept. When you sign your name in the electronic signature section of the application and renewal form, you acknowledge that you have read and understand the information and terms as presented in this handbook. A copy of this completed form is maintained with your substitute personnel file.

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.

The ESC-COG is the exclusive provider of substitute processing services, for following school districts.

- Bexley City Schools <http://www.bexleyschools.org/>
- Big Walnut Local Schools <http://www.bwls.net>
- Buckeye Valley Local Schools [www.buckeyevalley.k12.oh.us](http://www.buckeyevalley.k12.oh.us)
- Canal Winchester Local Schools [www.cwschools.org](http://www.cwschools.org)
- Delaware Area Career Center [www.delawareareacc.org](http://www.delawareareacc.org)
- Delaware City Schools [www.dcs.k12.oh.us](http://www.dcs.k12.oh.us)
- Dublin City Schools [www.dublinschools.net](http://www.dublinschools.net)
- Eastland-Fairfield Career and Technical Center- [www.eastlandfairfield.com/](http://www.eastlandfairfield.com/)
- Educational Service Center Classrooms [www.escco.org](http://www.escco.org)
- Fairbanks Local Schools [www.fairbanks.k12.oh.us](http://www.fairbanks.k12.oh.us)
- Gahanna-Jefferson Public Schools [www.gahannaschools.org](http://www.gahannaschools.org)
- Grandview Heights City Schools <http://www.grandviewschools.org/>
- Groveport Madison Local Schools [www.gocruisers.org](http://www.gocruisers.org)
- Hamilton Local Schools [www.hamilton-local.k12.oh.us](http://www.hamilton-local.k12.oh.us)
- Hilliard City Schools [www.hilliardschools.org](http://www.hilliardschools.org)
- Licking Heights Local Schools [www.lhschools.org](http://www.lhschools.org)
- Marburn Academy [www.marburnacademy.org](http://www.marburnacademy.org)
- Marysville Exempted Village Schools [www.marysville.k12.oh.us/site](http://www.marysville.k12.oh.us/site)
- The Metro School [www.themetroschool.org](http://www.themetroschool.org)
- New Albany-Plain Local Schools [www.napls.us/](http://www.napls.us/)
- Northridge Local Schools [www.northridge.k12.oh.us/](http://www.northridge.k12.oh.us/)
- Olentangy Local Schools [www.olentangy.k12.oh.us/](http://www.olentangy.k12.oh.us/)
- Tolles Career & Technical Center [www.tollestech.com/](http://www.tollestech.com/)
- Upper Arlington City Schools [www.uaschools.org](http://www.uaschools.org)
- Westerville City Schools [www.westerville.k12.oh.us](http://www.westerville.k12.oh.us)
- Whitehall City Schools [www.whitehall.k12.oh.us/](http://www.whitehall.k12.oh.us/)
- Worthington City Schools [www.worthington.k12.oh.us](http://www.worthington.k12.oh.us)

## Becoming an ESC-COG substitute employee

The online application is accessible at [www.escco.org](http://www.escco.org) and is located under the substitute tab on the main page. If you have previously completed an online application using Applitrack, you will be able to log on to your existing file and add any additional components that are required to complete your substitute application. You may also select to apply for future full time vacancies within this application, *but please note it may increase the number of questions on your application*. Once you have submitted your application you can update it as needed to include additional school districts. Once you begin your initial application, you will have 25 days to complete AND submit it electronically; otherwise it will not be maintained in the file. You will find a step by step tutorial for both substitute teaching and non-teaching applications posted on [www.escco.org](http://www.escco.org) under the Substitute tab. Once your electronic application is received our office will send you a set of e-forms that you will need to complete as part of the hiring process. You will have up to 30 days to complete and submit your e-forms. If you need additional time, please email our office [substitute@escco.org](mailto:substitute@escco.org) and request an extension.

All new substitute employees must register and attend an initial orientation in addition to completing the employment application. You will find the orientation dates and registration sign up are located on our substitute home page.

<http://www.escco.org/subs/new/Pages/OrientationRegistration.aspx>

Note: If you have retired with STRS within the past year and your last district used Aesop, you are eligible to a waiver to the new substitute orientation session. If you are applying only for a non-teaching substitute position (also called classified position) you are also eligible to request a waiver to the substitute orientation. Please complete the form as we use this information to register you for the online bloodborne pathogen training.

### Annual Reactivation Process for all ESC-COG Substitute Consortium Classifications\*.

You are required to reactivate your substitute personnel file for the upcoming school year if you are planning to return as a substitute. The reactivation link for 2015-16 is at <https://a2-6.applitrack.com/duesc/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=4972>

The reactivation process requires four items:

1. Read the 2015-2016 ESC-COG Substitute Employee handbook and sign the electronic employee signature for this document.
2. Attach a copy of your valid Ohio Department of Education license for the 2015-16 school year. (where required) Any educator who has an issued credential may already download, save and print it from the My Credentials section of My Educator Profile. (My Educator Profile resides within the ODE CORE system through SAFE accounts.)
3. Review and update your school district preference form.
4. Attach your BBP training certificate. This is an annual requirement.

**The reactivation period to renew your file in order to remain active as a substitute is open from May 1, 2015 to September 4, 2015. After September 4, 2015 you will need to apply as a new substitute employee, which will require updated background checks and e-forms. If you were not paid by the ESC-COG in the previous year we may also send you e-forms to update.**

As a substitute in the ESC-COG you are required complete a minimum of five substitute assignments within the ESC-COG substitute consortium (these may be full or partial day) during the current school year in order to renew your file. ***In the event that that you do not meet this requirement, you may request a one-time waiver\* outlining the circumstances that caused you to not be available to substitute and attach your waiver request to substitute reactivation file.***

***\*Exception to this rule applies to any substitute that is on active military duty or is employed part time by one of our member school districts.***

While you are required to schedule a minimum of five assignments during the school year in order to reactivate your file, we recommend that you consider substituting a minimum of five days each quarter (grading period) while school is in session.

## **Resignation as a Substitute employee**

We update our employment records for our substitutes throughout the year. Please notify us [substitute@escoco.org](mailto:substitute@escoco.org) if you have moved out of our service area, accepted other employment, or no longer desire to be a member of the substitute consortium. ESC-COG substitute employees should submit their letter of resignation, including effective date of your resignation and current mailing address and phone contact so if we need to contact you that we have a current address( ( ie. end of year tax forms). Should you want to substitute after that date for the ESC-COG, you will be required to complete the process for employment as a new employee.

## **Retire/Rehire as a substitute**

The retire/rehire legislation that was enacted in 2003 by the General Assembly also applies to substitutes who wish to close either their STRS or SERS account and then return to the same substitute job. You must obtain the proper form from STRS or SERS to notify them of your intent to close your account. In addition, you must submit your letter of resignation. If it your intent to return as a substitute, please be aware that not only is there a two month period that you must observe from the retirement system, there is also another requirement that we must have our Board rehire you. In this case before we can rehire you, we are required to post a 60 day public notice prior to Board action to rehire you. While this process would seem to match up with the two month period set by the retirement systems, it can take our office 70-90 days in order to accommodate the 60 day notice requirement.

## **Substitute Employment Application Packet: Non-Teaching Positions**

If you intend on substituting in any of the following areas: secretary, teaching assistant, custodial/maintenance, groundskeeper, instructional para-professional, para-professional, library aide, educational assistant hall monitor, or special education assistant please complete the online non-teaching employment packet (JobID 3956). Most of these positions are referred directly by the district and you are not required to attend an ESC-COG orientation session.

Your employment with the ESC-COG does not begin until your application and your completed e-forms have been received and your name placed on the ESC-COG Board agenda for hiring.

The following districts use the ESC-COG substitute consortium for placement of their non-teaching substitutes.

**Big Walnut-** paraprofessional (teacher aide)

**Canal Winchester** – paraprofessional (teacher aide)

**Dublin:** Bilingual Aide, Building Educational Attendant, Clerical Substitute, \*Clinic Aide (w/approval), \*Custodial, Copy Center Operator, Crossing guard, \*groundskeeper, instructional paraprofessional, instructional paraprofessional- Interpreter (approval) Instructional paraprofessional- LPN (approval), library aide, mail clerk, \*maintenance (approval), security monitor, and warehouse.

**Hilliard:** Secretary, Media Assistant, Educational Assistant Hall Monitor (2 full years of college required), \*Custodial

**Licking Heights:** Secretary, Food service, health aide, library aide, bus aide

**Tolles Career & Technical Center:** paraprofessional, cafeteria aide, custodian, secretary

**Delaware Area Career Center:** \*Custodian

**Westerville:** Secretary, custodian, \*ESL paraprofessional, aide to students with disabilities, \*Clinic Aide

\* requires recommendation from the school district prior to placement

## Aesop Overview

**Aesop** (Automated electronic substitute operational placement service) is provided by Frontline Placement Technologies and is the substitute placement and tracking system used by the Shared Services Center Council of Governments (ESC-COG). Your Aesop file will be activated once your employment file ( including e-forms) is complete.

Frontline's home page is <http://www.frontlinek12.com/Products/Aesop.html> or call 1.800.94Aesop 1.800.942.3767

### Aesop Account Responsibility

Each substitute is responsible for their Aesop **PIN**. Your spouse, friends, parents, children, etc. are not permitted to use your account information to log into the system. *There have been occasions where well-meaning family members (or friends) have accepted an assignment for a substitute (by using a ESC-COG member's ID and PIN) but they were not able to advise them that they had accepted a job for them, which caused the assignment to go uncovered.*

Cancelation of substitute assignment:

### Personal Illness/Emergency

Substitutes may cancel an assignment without contacting the school as long as it is cancelled **prior** to the posted district **cut-off time** that is printed in the ESC-COG substitute handbook.

If you must cancel an assignment **after** the posted cutoff time, you must personally contact the appropriate School District Aesop administrator at the school district phone number or email address posted on that school's Aesop home page. You will need to state the reason for cancelling with the School District Aesop administrator.

### Job Shopping

Choosing to cancel a substitute assignment in order to then accept a different assignment, is considered Job Shopping, and is **not** an acceptable practice.

It is also considered job shopping if you request to be released from an assignment that you accepted and then accept another substitute assignment on the same day. This action may result in your being excluded from accepting future assignments in the district. *Note- If the building principal (or other district*

*administrator) arranges for you to fill another assignment that conflicts with your previously scheduled assignment(s) within the same district it is not considered Job Shopping and you will not be penalized for an intra-district re-assignment*

You may be excluded as a substitute consortium if it is determined that your Aesop account was used to accept a substitute position while you were on an assignment as a substitute.

### No Call – No Show

When you accept a substitute position through Aesop it is expected that you will report for that assignment as scheduled (this includes partial day assignments). If you accept an assignment and do not report or contact the school district, this will be considered No Call- No Show and you may be removed from accepting future assignments within the district. We are able to view all of your assignments in Aesop in our data base.

### Accepting a posted assignment after the school day has started

You may see an assignment posted on Aesop after the school day has started. While it does not happen often, if you are interested in that assignment, you must contact the school by telephone to verify that the position is still available. If the school elects to fill the assignment, you need to confirm your anticipated arrival time and discuss whether the assignment will be pro-rated.

Once you have accepted a substitute assignment, it is acceptable to search and accept substitute assignments while you are on the job. However it is expected that this would be completed at a time when you do not have responsibilities to students or your assignment. ( i.e. before school, after school, or lunch time are acceptable times to search and accept assignments.)

### Aesop – Skill Matching

Many of our school districts utilize a function in Aesop called "skill matching" which will first attempt to match the licensure, subject/grade level of the absence posting to the substitute's credentials, so that those substitutes will receive first notice of the absence before other substitutes. If your ODE credential does not match the subject/grade level of the teacher posting the absence, you will not receive *advance* notification of the job.

When a teacher posts an absence in Aesop, those substitute teachers who are licensed Ohio teachers, whose area of specialty noted on their ODE credential matches the absent teacher's licensed grade level or area of specialty, will see the job initially. If the absence is not filled by a substitute with an Ohio teaching license, then the job will then be viewable by substitute teachers who hold a long-term substitute teacher license that matches the classroom grade level or subject area. Finally, if the vacancy still remains unfilled and the start time for the absence is drawing near, the job will be made viewable to **all** substitutes, regardless of ODE credential.

Please note that skill matching overrides a teacher's list of preferred substitutes. If a teacher identifies a substitute as a "preferred" substitute and that individual's credential differs from the grade level/subject of the classroom, the above described tiers of visibility by the substitute remains intact.

If the absence is posted for a district that does not utilize "skill matching" you will receive notice of the absence at the same time other preferred substitutes for that teacher receive their notifications.

## Career Center CT-37 license

It should be noted that if you are working in one of our career centers under a Career Technical Workforce Development license, and you do not also have a short or long term substitute teaching license, you are not eligible to substitute in any area(s) outside of the ones listed on the credential. The Career Technical Workforce Development license (CT-37) is a license based on work experience and not a degree.

## Aesop Web Alert

Web Alerts are an important link for timely information to be shared with our substitutes and are visible when you first log on to Aesop. Web Alerts may include such items as school year calendar reminders, contact information for each district's Aesop administrator, warnings and/or school delay/closing information. Each Web Alert has a "posted" date included with it so you know when the message was placed in the system.

**Example: "Olentangy Local Schools will be operating on a 2 hour delay Thursday, February 20th due to inclement weather"**

If you believe the District you are scheduled to work may have a delayed start or calamity day, please refer to the school district's web site, local television, radio, internet or other communication methods for additional updates and announcements. In those occasions, substitute teachers would typically report at the later time, non-teaching substitutes (custodial or food service) may be asked to report at the regular report time so that the buildings can be prepared to accept students and staff. If school is canceled unless other arrangements have been made, it will not be a paid day.

Aesop tutorial link – "A Phone call from Aesop"

<https://help.frontlinek12.com/Sub/Videos/AesopCallVideo/AesopCallVideo.html>

Aesop Video "tutorial link"

<https://help.frontlinek12.com/Sub/Videos/SubTrainingVideo/SubTrainingVideo.html>

Jobulator is an official app for smart phones and desktops that will notify you of jobs that you are qualified and available. As a substitute you are permitted to use Jobulator or log on to Aesop to seek positions while you are on assignment. However this must be done during times when you are not responsible for students or have other duties. ( i.e. before/after school or lunch time)

If you have questions about Jobulator, please contact Frontline at [support@jobulator.com](mailto:support@jobulator.com) To sign up for a 30-day free trial go to [www.jobulator.com](http://www.jobulator.com). To watch the jobulator video:

<http://help.frontlinek12.com/Aesop/knowledgebase/can-substitutes-access-aesop-on-a-mobile-phone/>

## Attendance

Substitutes are required to arrive to your assignment on time and remain in the building until the end of the posted work day as listed in Aesop for that assignment. Arriving late or leaving early from an assignment is not acceptable and could result in a reduction of pay and/or one's being removed from accepting future substitute assignments within that district.

## Appearance

The ESC-COG retains the authority to address apparel and grooming issues where dress and/or grooming are deemed objectively inappropriate or will have an adverse impact on the operation of the ESC-COG substitute consortium, its member districts and/or agencies and/or their programs.

All substitute staff members are expected to serve as role models for students and co-workers with regard to dress and grooming. Our substitute assignments cover teaching roles as well as support staff roles as a paraprofessional, clerical, custodial and nursing. Obviously, each assignment has different responsibilities and the appropriate attire for each role may need to be different depending on the environment in which you are substituting. However regardless of the assignment, your clothing should be clean, neat and in good repair. Typically business casual (or better) would be appropriate for classroom assignments. In non-teaching assignments, such as food service or custodial/maintenance, there may be specific clothing requirements (i.e. footwear) that are required to prevent potential injuries. If you have questions about how you should dress, contact name listed in the ESC-COG member directory in this handbook.

## **Substitute Daily Schedule**—changes at the building after you have accepted an assignment

Substitute employees are expected to follow the schedule of the person for whom they are substituting. While it does not happen often, sometimes staffing circumstances within the school may necessitate a change of your substitute assignment after you arrive. The building principal has the authority to reassign you to other duties based upon that school's needs. The school district will make any necessary changes in your Aesop record for the day.

In regard to attending staff or department meetings, you should check with the building administrator or department chair or supervisor as to whether or not you should attend any meetings for the absent staff member.

## District Preferences

The District preference form in Applitrack is used by the ESC-COG HR office to match the substitute with the school district(s) that you would like to work. If you would like to add or remove a district on this list, you will need to send an email to our office [substitute@escoco.org](mailto:substitute@escoco.org) with the changes you would like so that we can make the changes in our data base and to your Aesop profile.

## Jury Duty

The ESC-COG substitute consortium understands and appreciates the nature of jury duty. The ESC-COG substitute consortium will release you from an assignment if that should occur. Please note that jury duty is not considered a paid day.

## **Fraud Reporting System Information**

### General Provisions:

If an employee of a public office becomes aware in the course of employment of a violation of state or federal statutes, rules, or regulations or the misuse of public resources, and the employee's supervisor or appointing authority has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or appointing authority. In addition to or instead of filing a written report with the supervisor or appointing authority, the employee may file a written report with the office of internal auditing created under section [126.45](#) of the Revised Code. ORC 124.341(A)



## Whistleblower Protection:

No officer or employee of the public office shall take any disciplinary action against an employee in the classified or unclassified civil service for making any report authorized by division (A) of this section. ORC 124.341(B)

## Reporting False Information:

The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly, or recklessly reporting false information under division (A) of this section. ORC 124.341

## Reporting Methods:

**SEND** a written complaint via U.S. Postal Service:

Ohio Auditor of State's Office  
Special Investigations Unit  
88 East Broad Street  
P.O. Box 1140  
Columbus, OH 43215

**CALL** the SIU Fraud Hotline  
1-866-FRAUD OH  
(1-866-372-8364)

**SUBMIT** online

[www.auditor.state.oh.us/fraudcenter/default.htm](http://www.auditor.state.oh.us/fraudcenter/default.htm)

## Confidentiality

State and federal law require that student education records be maintained as confidential. Individuals who have access to student records may not remove them from district property without express permission from their building principal or supervisor. Confidential information and records may not be disclosed except as authorized by district policy. Individuals who have access to confidential information and records while employed are reminded that their legal obligation to maintain such confidences extends beyond their term of employment and they are prohibited from releasing, disclosing or otherwise **disseminating** confidential information or record. In regard to students, photographs involving students requires written approval from the parent/staff member prior to use. Approved 9/96

## Criminal Background Checks

All employees working in an educational setting in the State of Ohio is required to submit to a periodic background check prior to employment. Background checks include both a BCI (Ohio Bureau of Criminal Investigation) and FBI (Federal Bureau of Investigation) check. The Ohio Department of Education (ODE) will not issue credentials until the mandatory background checks have been completed. Background checks will be completed by the ESC-COG staff with the cost of this background check paid for by the ESC-COG employee. Background checks for classroom substitutes and educational aide permits must also be submitted electronically to ODE at the time you are fingerprinted in order for ODE to process your license.

You may complete your background check at either of our offices during our posted walk-in hours.

Applicants who have background results on file with the Ohio Department of Education within the past 12 months, and who can provide a copy of those results to our office, may not need to be fingerprinted again. Any individual who has completed a BCI check in the past 12 months, but does not have a paper copy of the results may submit a Request for Copy of Background Check form to the Ohio Bureau of



Investigation. Please note that this can take up to 30 days and your employment will be delayed until the background check has been provided.

The current cost for the BCI background check is \$29; the cost of the FBI background check is \$26. If you require both background checks, the total cost is \$55.

**Forms of Payment Accepted:** Visa, MasterCard or Discover credit/debit card.

As a substitute employee, we will provide one copy of your background check, upon request, which you may pick up at our Citygate office. You will need to provide ID and sign for the results.

Please note the Ohio Attorney General's office has advised that the information may only be released to the individual/organization authorized on the BCI waiver for release of criminal history information. It is not permissible for the ESC-COG to copy and distribute the results of a criminal history background check to multiple organizations.

## **ESCCO classroom assignments**

The ESC of Central Ohio operates 64 classrooms in School Districts throughout Central Ohio for students with disabilities. You can select these schools by selecting ESC of Central Ohio on your preference sheet.

### **Types of classrooms:**

- **CC- Cross Categorical** These classes are special education classrooms for students with varying needs and levels of disability
- **STACK - Structured Teaching for Autistic & Communication delayed Kids.** These classrooms are specifically designed to meet the unique learning needs for students on the autism spectrum and related disorders.
- **HI - Hearing Impaired** –These classrooms are designed for students with varying levels of hearing ability
- **ED- Emotionally Disturbed** **These classes are for students with demonstrated social and emotional problems.**
- **CBT- Community-Based Transition** **These classrooms are designed to help students learn life and career skills and transition to be more independent post-high school**
- **In addition to the above classes, STACK, HI and CC are also offered as preschool classrooms**

## **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.

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/subs](http://www.escco.org/subs) for information to register for this

online training.

## Work related injury report form and procedure (FROI-first report of injury)

The Educational Service Center of Central Ohio is self-insured in regards to its Ohio Workers' Compensation Program and utilizes the services of Hunter Consulting Company to administer claims.

If you experience a work related injury, please complete the first report of injury forms (FROI) and instructions that are found on our web site [www.escco.org](http://www.escco.org) and click on the Bureau of Workers' Compensation that is located under the substitute tab and follow these procedures.

1. Notify your supervisor immediately. In an emergency, seek immediate medical attention.
2. A staff member injury/accident report must be completed within 24 hours and sent to the Business Services Center, 2080 Citygate Drive, Columbus, Ohio 43219. Should you have any questions or concerns regarding your claims, please contact Kim Kelso at [kimberly.kelso@escco.org](mailto:kimberly.kelso@escco.org)

## Hepatitis B Vaccination Series

Receiving the Hepatitis vaccination **is not required** by the ESC-COG 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, please complete the waiver form when you complete the online training through Public School Works.**

## Licenses issued by the Ohio Department of Education Teaching: long term, short term and educational aide permit

Substitutes may be employed to take the place of regular teachers absent on account of illness or leaves of absence, or to temporarily fill positions created by emergencies. The employment of a substitute teacher may be discontinued whenever such services are no longer needed. Persons employed as substitute teachers must possess proper licensure for the grade and subject taught or must have substitute license for either **short term** (up to five consecutive days in same assignment) or **long term** service. (*Anderson's Ohio School Law Guide 2009 Edition*). A copy of the license must be attached to the application in the e forms or in the renewal application. Any educator who has an issued credential may already download, save and print it from the My Credentials section of My Educator Profile. (My Educator Profile resides within the ODE CORE system through SAFE accounts.) 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 through

their SAFE account. Substitutes holding a teaching license as a regular teacher or who have long-term substitute licenses are eligible to substitute in a position for absences of indefinite duration provided the absence is in a subject area and/or grade level consistent with the substitute license or teacher credentials. Substitutes who hold **short-term** substitute licenses are limited to no more than five (5) consecutive school days in the same assignment.

## NETWORK ACCEPTABLE USE POLICY

The Shared Services Center Council of Governments ("ESC-COG") and its Substitute Member School Districts recognize that new technologies, such as use of computers, electronic mail ("e-mail") and the Internet, open opportunities to new information and modes of communication. These technologies also alter instruction and student learning. The ESC-COG supports access to appropriate resources by substitutes ("users") for educational purposes and other legitimate ESC-COG business based upon the ESC-COG, member districts and user's legitimate needs. Such access may be granted by the Educational Service Center of Central Ohio ("ESC") or district network administrators, depending upon the needs of the organization into which the substitute is placed, and the requirements of the position. Anytime a substitute is placed in a position which requires access to any ESC, ESC-COG and/or district network or system, it is the responsibility of the substitute to learn, understand, and abide by, the acceptable use policy for the district in which s/he is placed. Due to rapid changes in technology, a user's access and/or this Policy are subject to change at any time.

In exchange for the use of ESC and/or member district's Network resources (i.e., e-mail and the Internet), either on-site or by remote access, the user understands and agrees to the following:

1. **Privilege:** Network access is a privilege, not a right. Accordingly, access requires responsible and lawful use. Network use is a privilege which may be revoked by ESC-COG and/or member districts at any time and for any reason. The ESC-COG Consortium administrators and/or Network managers may perform the following actions for any legitimate reason, including but not limited to the purposes of maintaining system integrity and insuring that users are using the Network consistent with this Policy: Monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communication, and other content transmitted, received or stored in connection with this usage. The Network and all information, content, and files are the property of the ESC-COG Consortium, and users should not have any expectation of privacy regarding those materials.
2. **Acceptable Use:** The Network shall be used for educational and legitimate ESC-COG business purposes. The ESC-COG goal in providing this technology to users is to promote efficiency and excellence in the workplace and education, assist in the collaboration and exchange of information, facilitate personal growth in the use of technology and enhance information gathering and communications skills.
3. **Access:** Selected Network resources are intended only for use by their registered users. Users shall not have access to the Network until they have acknowledged their receipt and understanding of the Acceptable Use Agreement by way of signature of the Substitute Employee Handbook. Access is not transferable and may not be shared. Users shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network. A user is responsible for any violations of the Network Acceptable Use Policy that may be committed by someone who, with the user's express or implied permission, accessed the Network with the user's password.
4. **Network Etiquette:** Use of the Network has great potential to enhance the productivity of the users. The Network, however, could also be abused. Users shall be held accountable for their use or misuse of the Network. All users are responsible for good behavior while using the Network, just as they are in a classroom, in a school hallway, or at any ESC-COG or district-sponsored activity. Each user must abide by generally accepted rules of Network etiquette, which include but are not limited to:
  - a. Users shall not obtain copies of, or modify files, other data, or passwords belonging to other users without express authorization.
  - b. Users shall not misrepresent themselves on the Network.
  - c. Users shall not use the Network in any way that would disrupt the operation of the network; intentionally abuse the software and/or hardware; or intentionally consume limited computer paper excessively or telephone resources, such as through spamming, creating or transmitting mass e-

mails or chain letter, or extensively using the Network for non-curriculum-related communications or other purposes exceeding this Policy.

- d. Users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.
  - e. Except for educational or professional purposes, users shall not reveal any personal information beyond directory information about themselves, ESC-COG employees, volunteers or students, including but not limited to a user's Network password(s) or social security numbers. Requests for information should be scrutinized by standards of public disclosure.
  - f. The confidentiality of any information stored in or created, received or sent over the e-mail system or through Internet access cannot be guaranteed.
  - g. Users shall not use the Network for any commercial activities, such as buying, advertising or selling goods or services, unless it is for legitimate ESC-COG business.
  - h. Users shall not create, transmit or download any material that support or oppose the nomination or elections of a candidate for public office or the passage of a levy or bond issue, unless for legitimate classroom educational purposes. Additionally, users shall not solicit political contributions through the Network from any person or entity.
  - i. Users shall not create, transmit, download or copy any materials (a) that are in violation of ESC-COG Policies or any federal, state or local laws, including but not limited to confidential information, copyrighted material, material protected by trade secrets, and any materials that would violate the ESC-COG harassment or discrimination policies; or (b) that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic, sexually explicit or obscene materials.
  - j. Users routinely shall delete outdated or unnecessary e-mails from their mailboxes.
5. **Web Sites:** Web sites shall not be created through the Network and/or linked to the ESC-COG web site(s) for teachers, schools, or departments unless by way of express written permission by the ESC-COG. Those web sites given approval for creation and/or linkage must relate specifically to those educational activities or programs of the ESC-COG. The ESC-COG reserves the right to require that material and/or links to other sites found to be contrary to the ESC-COG interests be altered or removed. Any web pages created using the ESC-COG equipment or created as part of classroom or club assignment becomes the property of the ESC-COG. All web pages under this Policy, other than the official ESC-COG web sites, must prominently display the following disclaimer:
- This is not an official web site of the ESC-COG or (Specific District). The ESC-COG and (Specific District) do not control and cannot guarantee the relevance, timeliness, or accuracy of the information on this web site. Any views or opinions expressed herein are solely those of the creators of this web site.
6. **Vandalism:** Vandalism is prohibited. Vandalism is any malicious attempt to hack, alter, harm or destroy software, hardware, and data of another user, other Network resources, or the use of the Network to harm or destroy anything on the Internet or outside networks. Vandalism includes but is not limited to the intentional uploading, downloading, creating or transmitting of computer viruses, worms, Trojan horses, or other destructive program or applications.
7. **Security:** If users identify a security problem on the Network, such as evidence of hacking, users must notify a system administrator immediately. All users agree to cooperate with the ESC-COG in the event of an investigation into any allegations of abuse or security breaches on the Network.
8. **Service Disclaimer:** The ESC-COG makes no warranties of any kind, whether express or implied, for the Network services it provides. The ESC-COG will not be responsible for any damages a user may suffer arising out of the user's use of, or inability to use, the Network, including but not limited to the loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions, or user error or omissions. The ESC-COG is not responsible for the accuracy of information obtained through electronic information resources; hence, this information should be used at the user's own risk.

9. **Social Media Use:** Substitutes should only access social media when instructed to do so by the district/organization in which s/he is placed. If instructed by the district/organization to access social media, follow the policies of that district/organization in its use.
10. **Violations of This Policy:** Violations of this Policy may result in disciplinary action, including but not limited to restriction or termination of access to the Network, and/or other discipline in accordance with the applicable policies. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.
11. **Signed Authorization Form:** There must be a signed Acknowledgement of Handbook Receipt Form on file before the user gains access to the Network.

## **Non Discrimination Statement**

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

The ESC-COG Human Resources Supervisor 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 Human Resources Supervisor who will, for ESC-COG employees process the complaint, and for all other employees refer the complaint to the appropriate district of assignment.

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

All substitutes processed through the Shared Services Center Council of Governments (ESC-COG) 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 but 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.

## **Consortium Composite School District Calendar**

A composite school calendar of our substitute consortium members is located on the ESC home page [www.escco.org](http://www.escco.org) by clicking on the substitute tab. This composite calendar includes the days each school district is in session during the school year.

## **Safety Drill Procedures**

Buildings will conduct safety drills throughout the year. In addition to the traditional fire and tornado drills, there may also be safety drills for extreme weather or utility failure such as water main break or loss of power. In addition, school buildings will also conduct safety drills which may be initiated by a variety of events such as:

- facility emergency, (i.e. utility failure, fire, natural gas leak, train derailment)
- weather related issue (snow, ice, flooding, tornado)
- violence and/or crime (if a threat is reported outside of the school building or in the community)
- student welfare, or an act of terrorism

The following is an example of a safety drill procedure. Please check with your school for the protocol that is followed.

### **Perimeter Only Lockdown**

All exterior doors, windows, classroom doors and other access points are secured and fully locked down. Non-critical functions are delayed and all students and staff are to stay within those locations. Instruction and operations within the building may continue as planned. All access to the building is restricted to one door and is to be monitored by an adult for access to the building until the threat has been eliminated and the area is rendered safe.

### **Entire Campus Facility Lockdown**

All exterior doors, windows, classroom doors and other access points are secured and fully locked down. Access to the building is restricted to one door and is to be monitored by an adult with a communication device and assigned to monitor and restrict admittance to police, fire and crisis team into the school facility.

Movement throughout the building is restricted and full safety measures are implemented until the **'All Clear'** is announced by the Crisis Team.

### **Evacuation**

If it is determined that evacuation of students is necessary, you will be asked to begin locating the students to a backup location. Most students can walk to the backup location but handicapped students may need assistance from a staff member. In the event of inclement weather, the district may arrange for school buses

If students have been evacuated to another site, staff may need to use cell phones, two-way radios or runners to get information to the supervising staff. (Also see quick reference guide for evacuation by building form)

### **Communication**

The school district representative informs the families about what steps are being taken to protect the students and when students might be released to go home. All information is to be channeled through the District Communications Director to provide consistent, accurate information to the media and community.

### **All Clear**

Remain in lockdown mode until a recognizable school staff member comes to your building or unlocks your room and announces to resume normal activities.

The decision to announce 'All Clear' is made by the Crisis Team Leader in consultation with the police and the Building Principal.

## **School Delay or School Closing Information**

If the building in the district where you are scheduled to work is on a delayed start, report for your job assignment at the appropriate time after the delay. (A school district may adjust your work day record in Aesop to reflect for time not worked due to the delayed start). If you are substituting as a custodian, or other classified employee, please check with the school district as they may have those employees report at the regular time in order to prepare for the arrival of students. If the building in the district where you are scheduled to work is closed, then your assignment is considered cancelled. (also see Aesop web alert) In the case of inclement weather, please check the school district's web site for up to date information about any school closings/delays. You may also access your local radio or television outlet for school closing/delays updates.

## **Staff Ethics**

An effective educational program and successful operation of the Educational Service Center requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Governing Board expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information;
- F. pledge that their actions and/or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refuse to accept anything of value offered by another for the purpose of influencing judgment;
- H. refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation;
- I. refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)



## **Staff Gifts**

The Governing Board considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor.

Based on the foregoing premise, it is the policy of the Board that professional staff members may accept gifts of nominal value from students or parents.

The Superintendent may approve acts of generosity to individual staff members in unusual situations. However, at no time may a staff member accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.

Upon the recommendation of the Superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

Professional staff members shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, professional staff members shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, professional staff members who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the Educational Service Center, or a vendor with whom the Center is doing business, whereby an individual professional staff member receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a professional staff member receives such compensation, albeit unsolicited, from a vendor, the professional staff member shall notify the Treasurer, in writing, that s/he received such compensation and shall thereafter promptly transmit said compensation to the Treasurer.

Auditor of State Bulletin 2000-006, Ohio Ethics Commission Advisory Opinion 2008-01 Revised 3/09

## **State Teachers Retirement System of Ohio (STRS)**

Substitute teachers are required to become members of the State Teachers Retirement System of Ohio (STRS). Additional details regarding STRS are available at [www.strsoh.org](http://www.strsoh.org).

All required retirement system enrollment forms are included in the ESC-COG Employment Application e-forms 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. Substitutes, who work only as teacher assistants/paraprofessionals or in non-classroom based positions, need only complete the SERS form.

## School Employees Retirement System (SERS)

Non-teaching substitutes are required to become members of the School Employees Retirement System (SERS). Additional details regarding SERS are available at [www.ohsers.org](http://www.ohsers.org).

Substitutes, who work only as teacher assistants/paraprofessionals or in non-classroom based positions, need only complete the SERS form.

**Social Media**-Please refer to Network Acceptable Use Policy

## Student Discipline

Substitute teachers are responsible for appropriate classroom management. Corporal punishment is **prohibited**. Substitute teachers are encouraged to seek assistance from the principal or another teacher as needed. The following is representative of 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.
- No student shall act in violation of policies and intervention procedures regarding 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 and Non-Teaching Aide/paraprofessional assignment

As a substitute, you are expected to observe and follow each district's policies and procedures as well as follow the lesson plans (or work plan) showing day's work to be accomplished. In the event that you do not follow those expectations, it could result in a warning or being removed as a substitute from a school building or an entire district immediately.

## ESC-COG Substitute Employee Job Description

**Summary:** Serves on an as needed basis to provide services in the absence of the regular district employee.

**Qualifications:** To perform this job successfully, an individual must be able to perform all aspects of the position as described below satisfactorily. The information listed below is representative of the characteristics of the position and the knowledge, skills, abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Functions / Typical Tasks:** The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Maintain and respect confidentiality of student and school personnel information
- Maintain discipline and classroom control that fosters a safe and positive environment for all students and staff in accordance with school and county policies
- Ensure the adequate supervision to assure health, welfare, and safety of all students;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
- Upon arrival to the school assignment, report to the main office to check in; check for any information/lesson plans that may be in the main office; if necessary request clarification of school rules and procedures
- Report all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately (must report prior to leaving the assignment at the end of the day)
- Implement lesson plans or work schedules as provided, while ensuring the integrity of academic time and in a manner which motivates students to learn and participate
- Organize students for effective instruction
- Dismisses all students from the classroom before leaving the building
- Provide report or summary of activities accomplished, lesson plans completed and not completed, and additional information classroom teacher may need to know.
- Collect and places students' papers (assignments) for teacher.
- Return instructional materials, equipment, and keys to proper place
- Complies with and supports school and division regulations and policies
- Models non-discriminatory practices in all activities
- Perform other related duties as assigned by building administrator(s) in accordance with school/division policies and practices
- Completion of a brief summary on Aesop, is recommended

**Other Duties and Responsibilities:** Serves as a role model for students; Is sensitive to and supportive of the needs of students with disabilities and/or from culturally diverse backgrounds; **and** adheres to, and enforces, all board policies.

**Knowledge, Skills and Abilities:** Must demonstrate the ability to follow oral and written directions. Establish effective working relationships with staff and students and the ability to maintain effective classroom management strategies.

### **Additional Employment Requirements:**

- New employees must attend an ESC-COG orientation/onboarding session.

- Candidate must agree to authorize ESC-COG to conduct a criminal history background check/fingerprinting.
- Candidate must have access to reliable transportation.
- Candidate must possess strong moral character.

### **Minimum Education Requirement:**

Substitute Teacher - Valid Teaching license (or long term or short term substitute license is acceptable) issued by the Ohio Department of Education (ODE) Bachelor's Degree

Substitute Nurse- Ohio Board of Nursing license **and** short term substitute teaching license for RN or Educational Aide Permit for LPN from Ohio Department of Education

Substitute Sign Language Interpreter- Associate's Degree in American Sign Language

Substitute Teacher's Assistant or Paraprofessional - High School Diploma or GED. Must obtain Educational Aide Permit from Ohio Department of Education.

### **Physical Demands / Requirements:**

The following are typical of substitute duties performed in school settings, (e.g.: classroom, gymnasium, cafeteria, auditorium, and/or recreational areas). Frequent walking, standing, stooping, lifting up to approximately 20 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may also be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days. Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.

**Evaluation:** Building administrator(s) may evaluate substitute personnel performance on the ability and effectiveness in carrying out the above listed responsibilities.

### **Substitute employee performance report**

The building administrator/designee has the authority to observe and evaluate your work performance. If there is a concern regarding your performance as a substitute, the school district will typically share that concerns with you (and our office as well) so that you may be aware and make any necessary adjustments.

### **Performance issues**

In the classroom, teachers are expected to design learning targets and their teaching around the identified needs for each student. As the substitute you would be expected to maintain a teaching climate that would support those goals. There is an expectation that you will observe and follow regarding each district's policies and procedures. In the event

that you do not follow those expectations could result in your name being removed as a substitute from an entire district immediately. The following list of behaviors or issues is provided to outline some examples of actions that may result in your removal or exclusion as a substitute.

The following list of behaviors or performance issues are provided as examples of actions that may result in your removal or exclusion as a substitute either in for an individual school building or district.

- Ineffective student or classroom management. Failure to actively engage students in the classroom/assignment. (i.e. you are expected be actively involved and engaged with your classroom or assignment)
- Leaving your classroom/assignment unattended while students are present
- Failure to maintain confidentiality of student information
- Failure to implement (or fully implement) lesson plans and/or work assignment provided.
- Making inappropriate comments to students, parents and/or fellow staff members.
- Accepting an assignment and then not showing up (No call, No show)
- Cancelling an assignment after the cut off time to accept another assignment (Job Shopping)
- Repeated late cancellation of substitute assignments
- Failure to arrive for an assigned duty on time
- Touching a student or staff member in an inappropriate manner
- Demonstrating unprofessional attitude( i.e. rude or discourteous treatment of students/staff/or public)
- Failure to provide adequate supervision of students or creating a situation where students are unsupervised
- Using an electronic device during while on assignment for any purpose other than to provide support to the class you are teaching. This includes accessing your cell phone/iPad/web browsing in a non-emergency situation while you have responsibility for students. Electronic devices should be turned off or set to *vibrate* during work time. Phone calls should not be accepted and text messages should not be created or responded to during class time.
- Leaving the building assignment during assigned work hours without explicit permission from the building principal/supervisor.
- You may log on to Aesop while you are on substitute assignment, however it is not acceptable to log on onto Aesop (using a device such as a smart phone, iPad, laptop, Jobulator, etc) to search for additional jobs during times when you have responsibility for students or other assigned duties.
- Failure to leave follow-up notes regarding your assignment.
- Dismissing students early from a class period or at the end of the school day
- Unprofessional dress
- Inappropriate and/or unauthorized use of school resources including but not limited to computers, phones, materials
- Being under the influence of alcohol or drugs
- Use of tobacco products (including electronic cigarette) on school grounds, including inside one's own vehicle.
- Bringing food to the classroom for yourself or students.
- 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 may also be excluded from all ESC-COG AESOP school districts. If you are removed from eligibility to substitute for the ESC-COG, reinstatement is handled on a case by case basis.

**The ESC-COG reserves the right to remove any substitute employee at its sole discretion at any time.**

## Licensure Code of Professional Conduct for Ohio Educators

Educators are entrusted by the public with the responsibility of providing a high-quality education to every student. Through various roles, these professionals devote themselves to providing a safe and nurturing environment in which all students can learn. In alignment with the Standards for Ohio Educators and the Ohio Academic Content Standards for Students, our state's educators strive for excellence through high expectations that they hold for themselves and their students. The professional conduct of every educator affects attitudes toward the profession. Educators are trustees of the profession and share with the broader community the responsibility of providing high-quality public education. Aware of the importance of maintaining the confidence and trust of students, parents, colleagues, and the public, Ohio educators maintain the highest degree of professional conduct for themselves and their peers. The Licensure Code of Professional Conduct for Ohio Educators serves as the basis for decisions on issues pertaining to licensure that are consistent with applicable law, and provides a guide for conduct in situations that have professional implications for all individuals licensed by the State Board of Education, such as teachers, principals, superintendents, and other persons serving schools (e.g., school nurses, coaches, substitute teachers). Ohio is nationally known as a state that produces high-quality educators and recognizes that its 250,000 practicing educators hold the fundamental beliefs defined in the following eight principles:

1. Educators behave in a professional manner, realizing that one's actions reflect directly on the status and substance of the profession.
2. Educators maintain a professional relationship with all students at all times, both in and outside the classroom.
3. Educators accurately report information required by the local board of education or governing board, state education agency, federal agency or state or federal law.
4. Educators adhere to federal, state and local laws and statutes regarding criminal activity.
5. Educators comply with state and federal laws related to maintaining confidential information.
6. Educators serve as positive role models and do not use, possess or unlawfully distribute illegal or unauthorized drugs.
7. Educators ensure that school property, public funds or fees paid by students or the community are used in the best interest of students and not for personal gain.
8. Educators fulfill all of the terms and obligations in their employment contract.

[http://education.ohio.gov/getattachment/Topics/Teaching/Educator-Conduct/Licensure-Code-of-Professional-Conduct-for-Ohio-Ed/Licensure-COPC-for-Ohio-Educators\\_color.pdf.asp](http://education.ohio.gov/getattachment/Topics/Teaching/Educator-Conduct/Licensure-Code-of-Professional-Conduct-for-Ohio-Ed/Licensure-COPC-for-Ohio-Educators_color.pdf.asp)

## PAYROLL

Buckeye Valley, Canal Winchester, and Fairbanks Local School districts **process their own payroll for substitute staff. Metro School uses time sheets for their substitutes.** On the first day that you substitute in one of those districts you will need to provide the following information to those schools for their files:

- Direct Deposit Authorization & Voided Check or bank letter
- Tax Forms: Federal, State, Local, and School District
- SERS & STRS Forms
- Social Security Windfall Form
- I-9
- Copies of Valid Identification
- 

## PAYROLL SCHEDULE

The Aesop reconcile process is completed according **payroll schedule** that you will find at <http://www.escco.org/subs/Pages/default.aspx> . If you have questions regarding payroll issues, please send a detailed email to the following email address:

[cogpayroll@escco.org](mailto:cogpayroll@escco.org)

A member of the payroll team will review the issue. Please allow 24 - 48 hours for a response. If you have an issue that requires immediate attention, you may call 614-445-3750 and ask for a member of the payroll team.

### ESC-COG pay scale by district/assignment

District	Position	Rate of Pay
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Note- ½ day of pay = ½ of the daily rate unless noted differently.

Bexley City Schools	Substitute Teacher	\$95.00/day
	10 days consecutive in same assignment	\$115.00/day
	After 30 days casual substitute work	\$115.00/day
	Home Tutor	\$25.74/hr
Big Walnut Local	Substitute Teacher	\$90.00/day
	Tutor	\$20.00/hr
Big Walnut Local	Classified Substitute	\$ 9.88/hr
Buckeye Valley Local	Substitute Teacher	\$90.00/day



Canal Winchester Local Substitute Teacher \$90.00/day

Substitute Nurse \$90.00/day

(Substitute Nurse Compensation determined by training/educational level as follows: Individuals who possess a current RN or LPN license and have earned a bachelor's degree in nursing **or** who hold a currently valid school nurse license will be compensated at the current substitute teacher rate.)

Substitute Nurse \$10.25/hour

(Compensation determined by training/educational level as follows: Individuals who possess a current RN license, but did not earn a bachelor's degree are required to possess/obtain an Educational Aide Permit through ODE and will be compensated at the classified pay rate.)

Substitute Paraprofessional \$ 9.50/hr

Delaware Area Career Center Substitute Teacher \$90.00/day  
\$100.00/day (effective 2015-16)

Delaware City Substitute Teacher \$92.00/day

Dublin City Substitute Teacher \$95.00/day

Dublin City Classified Substitute \$15.00/hour effective 2014-2015

Crossing Guard \$24.53/daily rate

Educational Service Center Substitute Teacher (Classroom) \$85.00/day  
Substitute ASL Interpreter \$20.00/hr

Educational Service Center Classified Substitutes Listed below

Substitute Clerical \$9.00/hr

Substitute Educational Assistant \$9.00/hr

Fairbanks Local Substitute Teacher \$95.00 effective 1.15.2015

Gahanna-Jefferson Local Substitute Teacher \$95.00/day effective 11.11.2013

Grandview Heights Substitute Teacher \$90.00/day  
½ day \$60.00

Substitute Nurse \$105.00/day

½ day \$75.00

Groveport Local Substitute Teacher \$90.00/day

Hamilton Local Substitute Teacher \$90.00/day

Hilliard City Schools Substitute Teacher \$95.00/day

Substitute Teacher \$52.50/½ day

Speech Language Pathologist \$25.92/hr effective 1.1.2015

Substitute Nurse \$95.00/day (Substitute Nurse

Compensation determined by training/educational level as follows: Individuals who possess a current RN license and have earned a bachelor's degree in nursing **or** who hold a currently valid school nurse license will be compensated at the current substitute teacher rate.)

## Hilliard City Schools Classified Substitutes

Substitute Educational Assistant/Hall Monitor \$11.00 per hour

(This position requires obtaining an Educational Aide permit through ODE and 2 years of college)

Substitute Special Education Assistant \$11.00 per hour\*(This position requires an ODE Educational Aide license)

Substitute Nurse \$11.00/hour\*

(Compensation determined by training/educational level as follows: Individuals who possess a current RN license, but did not earn a bachelor's degree are required to possess/obtain an Educational Aide Permit through ODE and will be compensated at the classified pay rate.)

Substitute Secretary \$11.00/hour\*

Substitute Media Assistant \$11.00/hour\*

Substitute Custodian \$11.00/hour\*

\*HCS Pay rate will increase by 50¢ per hour after substituting 30 times with Hilliard City Schools

KIPP Columbus	Substitute Teacher	\$ 90.00/day ½ day \$50.00
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Licking Heights	Substitute Teacher	\$95.00/day
	Classified Substitute	Listed Below
	Custodian	\$12.79/hr
	Secretary	\$13.85/hr
	Dispatcher/Secretary	\$12.79/hr
	Health Assistant	\$12.79/hr
	Special Education Assistant	\$12.79/hr
	Food Service	\$11.17/hr
	Library Assistant	\$12.79/hr
	Educational Aide	\$11.17/hr
	Mechanic	\$16.54/hr
Groundskeeper	\$14.67/hr	
Technology Assistant	\$12.79/hr	

Marysville Exempted Village	Substitute Teacher	\$90.00/day
<b>After a substitute reaches their 15<sup>th</sup> day in the same assignment, the pays goes to \$110.00 per day</b>		

Marburn Academy	Substitute Teacher	\$100.00/day ½ day \$70.00
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The Metro School	Substitute Teacher	\$125.00/day
Note: substitute completes time sheet for payment		

New Albany Plain Local	Substitute Teacher	\$95.00/day (eff 4.29.14)
<b>The substitute teacher salary pay scale for more than 60 days in one specific position will be placed at BA/0.</b>		

Study Hall Aide \$9.27/hr

Northridge Local Schools	Substitute Teacher	pending 2015-16
Olentangy Local	Substitute Teacher	\$95.00/day (eff 1.1.2015)
<b>The substitute teacher salary pay scale for consecutive days in a long term assignment:</b>		
	<b>1 - 10 days</b>	<b>see above</b>
	<b>11 - 30 days</b>	<b>\$100.00</b>
	<b>31 - 60 days</b>	<b>\$120.00</b>
	<b>61+ days</b>	<b>\$204.38</b>
<i>Note- once the long term assignment ends, the pays goes back to \$90.00 per day.</i>		
Tolles Career & Technical Center	Substitute Teacher	\$100.00/day
Tolles Career & Technical Center	Classified Substitutes	\$10.00/hr
Upper Arlington City & Wellington School (managed through Upper Arlington)	Substitute Teacher	\$95.00/day
Westerville	Substitute Teacher	\$95.00/day
Westerville	Classified Substitute	Listed below
	Substitute Aide Students with Disabilities	\$12.83/hr
	Substitute ESL Paraprofessional	\$16.21/hr
	Substitute Secretary/Clerk/Study Hall monitor	\$13.68/hr
	Substitute Custodian/Warehouse/Delivery	\$13.32/hr
	Substitute Health Aide	\$13.68/hr
Whitehall	Substitute Teacher	\$100.00/day
Worthington	Substitute Teacher	\$95.00/day

## ESC-COG Member District Directory and Aesop Contact Information

### **Bexley City Schools**

#### **Board of Education & District Central Office**

348 S. Cassingham Road  
Bexley, OH 43209

**Aesop Administrator Contact:** Administration (614) 231-7611

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

#### **Bexley High School 614.231.4591**

326 Cassingham Road  
Bexley, OH 43209  
Principal –Dr. Harley Williams

#### **Bexley Middle School 614.237.4277**

**IBO World School**  
300 S. Cassingham Road  
Bexley, OH 43209  
Principal – Dr.Harley Williams

#### **Cassingham Elementary School 614.237.4266**

259 S. Cassingham Road  
Bexley, OH 43209  
Principal – Jeannine Hetzler

#### **Maryland Avenue Elementary School 614.237.3280**

2754 Maryland Avenue  
Bexley, OH 43209  
Principal – Jon Hood

#### **Montrose Elementary School 614.237.4226**

2555 E. Main Street  
Bexley, OH 43209  
Principal – Dr. Quint Gage

### **Big Walnut Local Schools**

105 Baughman Street

Sunbury, OH 43074 Suite A

**Aesop Administrator Contact:** Terrie Groseclose

614.545.8884 [terriegroseclose@bwls.net](mailto:terriegroseclose@bwls.net)

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

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

555 S. Old 3C Road Sunbury, OH 43074  
Principal – Jeff Jones

**Big Walnut Middle School (7/8) – 740.965.3006**

777 Cheshire Road Sunbury, OH 43074  
Principal – Penny Sturtevant

**Big Walnut Intermediate School (5/6) – 740.965.7800**

105 Baughman St Sunbury, OH 43074  
Principal – Ryan McLane

**Big Walnut Elementary – 740.965.3902**

940 S. Old 3C Road Sunbury, OH 43074  
Principal – Mark Cooper

**General Rosecrans Elementary – 740.965.8900**

301 S. Miller Drive Sunbury, OH 43074  
Principal – Jen Young

**Harrison Street Elementary – 740.965.7850**

70 Harrison Street Sunbury, OH 43074  
Principal – Kim Castiglione

**Hulen Souders Elementary – 740.965-3200**

4121 Miller-Paul Road Galena, OH 43021  
Principal – Megan Forman

**Buckeye Valley Local Schools 740.369.8735**

679 Coover Road  
Delaware, OH 43015

**Aesop Administrator Contact:** Mary Barr – [mbarr@buckeyevalley.k12.oh.us](mailto:mbarr@buckeyevalley.k12.oh.us)

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

**BV High School – 740.363.1349**

901 Coover Road Delaware, OH 43015  
Principal – James Albanese  
Assistant Principal Travis Rupp  
Secretary- Marjorie Harrel

**BV Middle School – 740.363.6626**

683 Coover Road Delaware, OH 43015  
Principal 7/8 Building–Jason Spencer  
5/6 Building – Principal - Barry Lyons  
Secretary- Cindy Wattedschaidt

**BV East Elementary – 740.747.2266**

522 East High Street Ashley, OH 43003  
Principal – Katie Karacson  
Secretary- Kim Hamilton

**West Elementary – 740.666.2731**

61 N. Third Street Ostrander, Ohio 43061  
Principal – Devin Anderson  
Secretary- Charlene Nauman

## **Canal Winchester Local Schools**

100 Washington Street  
Canal Winchester, OH 43110

**Aesop Administrator Contact:** Pam Sayre – [psayre@cwls.us](mailto:psayre@cwls.us)

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

**Canal Winchester High School – 614.833.2157**  
300 Washington Street Canal Winchester, OH 43110  
Principal – Kirk Henderson

**Canal Winchester Middle School – 614.833.2151**  
7155 Parkview Drive Canal Winchester, OH 43110  
Principal – Tracie Lees

**Winchester Trail Elementary School – 614.833.2150**  
6865 Gender Road Canal Winchester, OH 43110  
Principal – Cyndi Toledo

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

## **Delaware Area Career Center**

4565 Columbus Pike  
Delaware, OH 43015

**Aesop Administrator Contact:** Christopher Bell – 740.201.3202     [bellc@delawareareacc.org](mailto:bellc@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  
South Campus Building Director – Kristina Lucas

**North Campus – 740.363.1993**

1610 State Route 521, Delaware, OH 43015  
Administrative Assistant – Lori Savage  
North Campus Building Director – Kelley Barber

## **Delaware City Schools**

248 N. Washington St.  
Delaware, OH 43015

**Aesop Administrator Contact:** Contact Tammy Lowry 740.833.1104

**Cutoff Time: 24 hours 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 – Ric Stranges

**Dempsey Middle School (7/8) 740.833.1800**  
599 Pennsylvania Ave. Delaware, OH 43015  
Principal – Dr. Julie German

**Willis Intermediate School (5/6) 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 – Renae Swartz

**Conger Elementary School 740.833.1300**  
10 Channing St. Delaware, OH 43015  
Principal – Josh Page

**Schultz Elementary School 740.833.1400**  
499 Applegate Lane Delaware, OH 43015  
Principal – Travis Woodworth

**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 – Jill Elliott



## Dublin City Schools 614.764.5913

7030 Coffman Road  
Dublin, OH 43017

**Aesop Contact:** Sharon Dempsey

### Cutoff Times: See Below

**High School** – 6 a.m. day of assignment

**Middle School** - 6:30 a.m. day of assignment

**Elementary School** – 7 a.m. day of assignment

**Coffman High School 614.764.5900**  
6780 Coffman Road, Dublin, OH 43017  
Principal – Mike Ulring  
Secretary – Sherrell Welcker

**Scioto High School 614.717.2464**  
4000 Hard Road, Dublin OH 43016  
Principal – Donis Toler  
Secretary – Brenda Jordan

**Grizzell Middle School 614.798.3569**  
8705 Avery Road, Dublin, OH 43017  
Principal – Corinne Evans  
Secretary – Tawnya Ewert

**Sells Middle School 614.764.5919**  
150 West Bridge St., Dublin, OH 43017  
Principal – Rich Baird  
Secretary – Diane Zimmerman

**Chapman Elementary School 614.761.5864 8450**  
Sawmill Road, Powell, OH 43065  
Principal – Scott Zeoli  
Secretary – Amy Montgomery

**Glacier Ridge Elementary 614.733.012**  
7175 Glacier Ridge Blvd, Dublin, OH 43017  
Principal – Peter Kurty  
Secretary – Jenny Frazier

**Olde Sawmill Elementary School 614.764.5936**  
2485 Olde Sawmill Blvd, Dublin, OH 43016  
Principal – Tyler Wolfe  
Secretary – Cheryl Williams

**Riverside Elementary School 614.764.5940**  
3260 Riverside Green Dr., Dublin, OH 43017  
Principal – Staci Lutz  
Secretary – Lisa Barbee

**Jerome High School 614.873.7377**  
8300 Hyland-Croy Road, Dublin, OH 43016  
Principal – Cathy Sankey  
Secretary – Kay O’Grady

**Davis Middle School 614.761.5820**  
2400 Sutter Parkway, Dublin OH 43016  
Principal – Tracey Deagle  
Secretary – Ernelee McDonald

**Karrer Middle School 614.873.0459**  
7245 Tullymore Drive, Dublin, OH 43016  
Principal – Mark Mousa  
Secretary – Tami Yoder

**Bailey Elementary School 614.717.6611**  
4900 Brandonway Drive, Dublin, OH 43017  
Principal – Martha Barley  
Secretary – Rochelle Rupp

**Deer Run Elementary School 614.764.5932**  
8815 Avery Road, Dublin, OH 43017  
Principal – Susan Wittig  
Secretary – Judy Staub

**Indian Run Elementary 614.764.5928**  
80 West Bridge Street, Dublin, OH 43017  
Principal – Janet Rinefierd  
Secretary – Lesa Maloon

**Pinney Elementary 614.798.3570**  
9989 Concord Road, Dublin, OH 43017  
Principal – Troy Ehram  
Secretary – Kelly Brown

**Scottish Corners Elementary 614.764.5963**  
5950 Sells Mills Drive, Dublin, OH 43017  
Principal – Jen Schwanke  
Secretary – Susan Quinn

**Dublin City Schools, continued**

**Thomas Elementary School 614.764.5970**  
4671 Tuttle Crossing Blvd, Dublin, OH 43016  
Principal – Jenny Davis  
Secretary – Rosemarie Sabath

**Wright Elementary School 614.538.0464**  
2335 West Case Road, Columbus, OH 43235  
Principal – Brian Blum  
Secretary – Janice Bailey

**Wyandot Elementary School 614.761.5840**  
5620 Dublinshire Drive, Dublin, OH 43017  
Principal – Heather Habrecht  
Secretary – Brenda Schnese

**West Bridge Academy 614.766.3036**  
62 West Bridge Street, Dublin, OH 43017  
Principal – Mark Eatherton

**The ESC operates special needs classrooms in school districts throughout Central Ohio.  
Cut off time – 2 Hours prior to the start of school**

Aesop Administrator Contact: Susan Cronin, [susan.cronin@escoco.org](mailto:susan.cronin@escoco.org) or Sharon Griffith, [sharon.griffith@escoco.org](mailto:sharon.griffith@escoco.org)  
614.445.3750

School Name	Staff Hours	Building Address	Building City, State, Zip	Phone
Bexley High School	7:25 - 3:45	326 S. Cassingham Road	Bexley OH 43209	614.231.4591
Cassingham Elementary	7:50 - 3:40	250 S. Cassingham Road	Bexley OH 43209	614.237.4266
Montrose Elementary	7:55 - 3:45	2555 E. Main Street	Bexley OH 43209	614.237.4226
Montrose Elementary	8:15 - 12:45	2555 E. Main Street	Bexley OH 43209	614.237.4226
Big Walnut Elem.	7:55 - 3:45	940 S. Old 3C Highway	Sunbury OH 43074	740.965.3902
General Rosecrans Elem.	7:55 - 3:45	301 South Miller Drive	Sunbury OH 43074	740.965.8900
Hysten Souders Elementary School	8:30 - 4:10	4121 Miller-Paul Road	Galena OH 43021	740.965.3200
Buckeye Valley East Elem. (AM)	8:30 - 12:00	522 East High Street	Ashley OH 43003	740.363.2253
Buckeye Valley West Elem	8:30 - 4:00	61 N 3rd St., PO Box 68	Ostrander OH 43061	740.666.2731
Delaware Career Center				740.548.0708
Kessler Horse Farm	7:30 - 3:30	18109 Delaware Co. Line Rd.	Ostrander OH 43061	740.666.0646
Ventures Academy (Elem)	7:30 - 3:30	4981 County Home Road	Delaware OH 43015	740.369.1175
Ventures Academy (HS)	7:30 - 3:30	4981 County Home Road	Delaware OH 43015	740.369.1175
Ventures Academy (MS)	7:30 - 3:30	4981 County Home Road	Delaware OH 43015	740.369.1175
Arts Academy	7:30 - 3:30	4981 County Home Road	Delaware OH 43015	740.369.1175
Eastland JVS 1	7:45 - 2:50	4465 S. Hamilton Road	Groveport OH 43125	614.836.5725
Columbus State ACT	8:00 - 3:30	550 E. Spring St., Eibling Hall, Suite. 101	Columbus OH 43219	614.287.2050
Columbus State WINGS 1	7:45 - 3:15	550 E. Spring St., Nestor Hall RM 020	Columbus OH 43215	614.287.3981
Columbus State WINGS 2	7:45 - 3:15	550 E. Spring St., Nestor Hall RM 020	Columbus OH 43215	614.287.3981
Cross Creek 1	8:30 - 4:00	2865 W. Broad Street	Columbus OH 43204	614.384.8054
Cross Creek 2	8:30 - 4:00	2865 W. Broad Street	Columbus OH 43204	614.384.8054
Cross Creek 3	8:30 - 4:00	2865 W. Broad Street	Columbus OH 43204	614.384.8054
OSU - Royer Hall #1 (Proj. +)	7:30 - 3:00	Royer Student Activities Center - 85 Curl Drive, Room 5C	Columbus OH 43210	614.247.4834

OSU - Royer Hall #2 (STEP)	7:30 - 3:00	Royer Student Activities Center - 85 Curl Drive, Room 5C	Columbus OH 43210	614.247.4834	
Fairbanks Elem.	7:30 - 3:20	11140 SR 38	Milford Center OH 43045	937.349.2381	
Chapelfield Elementary	7:30 - 3:00	280 Chapelfield Road	Columbus OH 43230	614.478.5575	
High Point Elementary	8:15 - 3:45	700 Venetian Way	Gahanna OH 43230	614.478.5545	
Lincoln Elementary	7:30 - 3:00	515 Havens Corners Rpad	Gahanna OH 43230	614.478.5555	
Little Lambs Preschool	7:30 - 3:00	425 South Hamilton Road	Gahanna OH 43230	614.471.0859	
Royal Manor Elementary	8:15 - 3:45	299 Empire Drive	Columbus OH 43230	614.478.5585	
Stevenson Elementary	11:50 - 3:20	1065 Oxley Road	Columbus OH 43212	614.481.3640	
New Albany 2-5 Elem. #1	8:35 - 4:00	87 N. High Street	New Albany OH 43054	614.413.8600 614.413.8682	
New Albany 2-5 Elem. #2	8:35 - 4:00	87 N. High Street	New Albany OH 43054	614.413.8600	
New Albany 2-5 Elem. #3	8:35 - 4:00	87 N. High Street	New Albany OH 43054	614.413.8600 614.413.8662	
New Albany K-1 CC	8:00 - 3:30	5101 Swickard Woods Blvd.	New Albany OH 43054	614.413.8700	
Baldwin Road Jr. High School	7:25 - 3:55	2300 Baldwin Place	Reynoldsburg OH 43068	614.367.1600	
Herbert Mills Elementary #1	7:45 - 3:15	6826 Retton Road	Reynoldsburg OH 43068	614.367.2160	
Slate Ridge Elementary #1	7:30 - 3:15	10466 Taylor Rd. SW	Reynoldsburg OH 43068	614.501.5500	
Slate Ridge Elementary #2	7:30 - 3:15	10466 Taylor Rd. SW	Reynoldsburg OH 43068	614.501.5500	
Slate Ridge Elementary #3	7:30 - 3:15	10466 Taylor Rd. SW	Reynoldsburg OH 43068	614.501.5500	
Slate Ridge Elementary #4	7:30 - 3:15	10466 Taylor Rd. SW	Reynoldsburg OH 43068	614.501.5500	
Slate Ridge Elementary #5 (AM)	7:30 - 11:15	10466 Taylor Rd. SW	Reynoldsburg OH 43068	614.501.5500	
Alton Hall Elem1	7:30 - 2:50	1000 Alton Road	Galloway OH 43119	614.801.8000	
Alton Hall Elem2	7:30 - 2:50	1000 Alton Road	Galloway OH 43119	614.801.8000	
Buckeye Woods Elementary	7:30 - 2:50	2525 Holton Road	Grove City OH 43123	614.801.8025	
Darby Woods Elementary	7:30 - 2:50	255 Westwoods Blvd.	Galloway OH 43119	614.801.8075	
Darbydale Elem.	7:30 - 2:50	7000 London Groveport Road	Grove City OH 43123	614.801.8050	
East Franklin Elementary	7:30 - 2:50	1955 Richmond Road	Columbus OH 43223	614.801.8100	
Grove City High School	7:30 - 3:50	4665 Hoover Road	Grove City OH 43123	614.801.3300 614.801.3348	

Jackson Middle School	8:40 - 4:25	2271 Holton Road	Grove City OH 43123	614.801.3800	
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Norton Middle School	8:40 - 4:25	215 Norton Road	Columbus OH 43228	614.801.3700	
Park Street Intermediate Elem. School	8:40 - 4:25	3191 Park Street	Grove City OH 43123	614.801.8800	
Prairie Norton Elementary	7:30 - 2:50	117 Norton Road	Columbus OH 43228	614.801.8450	
Burbank 1	8:30 - 3:30	4770 Burbank Drive	Upper Arlington OH 43220	614.487.5155 614.538.0282	
Burbank 2	8:30 - 3:30	4770 Burbank Drive	Upper Arlington OH 43220	614.487.5155 614.487.5158 x1268	
Burbank 3	8:30 - 3:30	4770 Burbank Drive	Upper Arlington OH 43220	614.487.5155 614.487.5158 x1266	
Jones Middle School	7:40 - 3:50	2100 Arlington Avenue	Upper Arlington OH 43221	614.487.5080	
Upper Arlington High School - ED	7:35 - 3:35	1650 Ridgeview Road	Upper Arlington OH 43221	614.487.5200 614.481.8270	
Upper Arlington High School - HI	7:35 - 3:35	1650 Ridgeview Road	Upper Arlington OH 43221	614.487.520061 4.487.5240 ext. 2038	
Windermere Elementary 1	7:40 - 3:20	4101 Windermere Elementary	Upper Arlington OH 43220	614.487.5060	
Windermere Elementary 2	7:40 - 3:20	4101 Windermere Elementary	Upper Arlington OH 43220	614.487.5060	
Kae Avenue Elem.	7:45 - 3:20	4738 Kae Avenue	Whitehall OH 43213	614.417.5600	
Whitehall Yearling H.S.	7:05 - 3:00	4735 Kae Avenue	Whitehall OH 43213	614.417.510061 4.417.5111	

## **Fairbanks Local Schools**

11158 SR 38  
Milford Center, Ohio 43045

**Aesop Administrator Contact: Marla Arnold**  
**(Home) – 937.642-5928 (as early as 6 a.m., but not later than 9 p.m.) or**  
**(School) – 937.349.6841 ext. 1400**

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

**Fairbanks High School                      937.349.3721**  
11158 SR 38 Milford Center, Ohio 43045  
Principal – Tom Montgomery

**Fairbanks Middle School grades 6-8      937.349.6841**  
11158 SR 38 Milford Center, Ohio 43045  
Principal – Tom Montgomery

**Fairbanks Elementary pre K-5      937.349.2381**  
11140 SR 38 Milford Center, Ohio 43045  
Principal – Mark Lotycz

### **Directions to all Fairbanks Local Schools:**

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 Street. Turn left  
Main Street turns into London Ave./SR 38.  
Continue approximately 5.3 miles to 11158 SR 38. The district buildings will be on your left.

## **Gahanna-Jefferson City Schools**

160 S. Hamilton Road  
Gahanna, OH 43230

**Aesop Administrator Contact:** Jan Snedaker 614.479.1317 [snedakerj@gjps.org](mailto:snedakerj@gjps.org)

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

**Lincoln High School 614.478.5500**

140 S. Hamilton Road Gahanna, OH 43230  
Secretary – Cindy Shelton  
Principal – Bobby Dodd

**Clark Hall HS 614 479-1515**

380 Granville Street  
Gahanna, OH 43230  
Secretary - Beth Yanai  
Principal- Bobby Dodd

**Middle School East 614.478.5550**

730 Clotts Road Gahanna, OH 43230  
Secretary – Heidi Starrett  
Principal – Brad Barboza

**Middle School South 614.337.3730**

349 Shady Spring Drive Gahanna, OH 43230  
Secretary – Daphne Yost  
Principal – Robin Murdock

**Middle School West 614.478.5570**

350 Stygler Road Gahanna, OH 43230  
Secretary – Becky Muncy  
Principal – Colon Lewis

**Blacklick Elementary 614.759.5100**

6540 Havens Corners Rd.  
Blacklick, OH 43004  
Secretary – Carol Baumann  
Principal – Kristen Groves

**Chapelfield Elementary 614.478.5575**

280 Chapelfield Road Gahanna,  
OH 43230  
Secretary – Kathy Shepherd  
Principal – Shea Reed

**Goshen Lane Elementary 614.478.5580**

370 Goshen Land Gahanna, OH 43230  
Secretary – Lynette Reventlow  
Principal – Melanie McGue

**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 – Jill Rak  
Principal – James Micciulla

**Royal Manor Elementary 614.478.5585**

299 Empire Drive Gahanna,  
OH 43230  
Secretary – Carla Carr  
Principal – Rick Oxley

## **Grandview Heights City Schools**

1587 W. Third Ave.  
Columbus, Ohio 43212

**Aesop Administrator Contact:** Jennie Clifton 614-485-4018.

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

### **Grandview Heights High School**

1587 West Third Ave.  
Columbus, OH 43212-0987  
614.481.3620  
Principal-Ken Chaffin  
Secretary-Judy Hauenstein

### **Edison Intermediate Middle School**

1240 Oakland Ave  
Columbus, OH 43212  
614.481.3630  
Principal-Bob Baeslack  
Secretary- Teresa Clayton

### **Robert Louis Stevenson Elementary**

1065 Oxley Rd  
Columbus, OH 43212  
614.481.3640  
Principal- Angie Ullum  
Secretary-Lue Bauer

## **Groveport Madison Local Schools 614.492.2520**

5940 Clyde Moore Drive, Suite B  
Groveport, OH 43125

**AESOP Administrator Contact:** Elaine Dawson [elaine.dawson@gocruisers.org](mailto:elaine.dawson@gocruisers.org)

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

### **Groveport Madison High School 614.836.4964**

4475 S. Hamilton Rd. Groveport, OH 43125  
Principal – Aric Thomas

### **Groveport Madison Junior High 614.836.4957**

751 E. Main St. Groveport, OH 43125  
Principal – John Hurd

### **Groveport Madison Middle School North 614.837.5508**

5474 Sedalia Dr. Columbus, OH 43232  
Principal – Brandy Grieves

### **Groveport Madison Middle School South 614.836.4953**

4400 Glendening Dr. Groveport, OH 43125  
Principal – Darrin Fillman



**Sedalia Elementary 614.833.2014**  
5400 Sedalia Dr. Columbus, OH 43232  
Principal – Matt DeCastro

**Madison Elementary 614.833.2011**  
4600 Madison School Dr. Columbus, OH 43232  
Principal – Tricia Faulkner

**Groveport Elementary 614.836.4975**  
715 Main St. Groveport, OH 43125  
Principal – Todd Boggs

**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

**Cruiser Academy 614.237.8756**  
2751 Winchester Pike  
Columbus, OH 43232  
Administrative Assistant Mrs. R. Howie

## **Hamilton Local 614.491.8044**

775 Rathmell Road  
Columbus, OH 43207

**Aesop Administrator Contact:** Janice Crabtree – [jcrabtree@hamilton-local.k12.oh.us](mailto:jcrabtree@hamilton-local.k12.oh.us)

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

### **Hamilton Township High School 614.491.8044 ext 1800**

1105 Rathmell Road Columbus, OH 43207  
Principal – James Miller

### **Hamilton Middle School 614.491.8044 ext 1500**

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

### **Hamilton Intermediate School 614.491.8044 ext 1600**

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

### **Hamilton Elementary 614.491.8044 ext 1300**

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

## **Hilliard City Schools**

2140 Atlas Street Columbus, OH 43228  
**AESOP Administrator Contact:** Tina L. Steagall

**Cutoff Time: 1 hour before an absence begins**

### **Hilliard City Schools Preschool 614.921.5050**

2874 Alton Darby Creek Road, Hilliard, OH  
43026  
Principal: Annette Andres  
Secretary: Michelle Tomek

### **Alton Darby Elementary 614.921.5000**

2730 Alton Darby Creek Road, Hilliard, OH  
43026  
Principal: Greg Hennes  
Secretary: Joanne Clayton

### **Avery Elementary 614-921-5100**

4388 Avery Road, Hilliard, OH 43026  
Principal: Tara Groves  
Secretary: Cathy Moore

### **Beacon Elementary 614-921-5200**

3600 Lacon Road, Hilliard, OH 43026  
Principal: Betsy Long  
Secretary: Teresa Long

### **Britton Elementary 614.921.5300**

4501 Britton Road, Hilliard, OH 43026  
Principal: Stephanie Borlaza  
Secretary: Kathy A. Jones

### **Brown Elementary 614.921.5400**

2494 Walker Road, Hilliard, OH 43026  
Principal: Jonathan Way  
Secretary: Linda Paparodis

## **Hilliard City Schools, continued**

**Darby Creek Elementary** 614.921.5500  
6305 Pinefield Drive, Hilliard, OH 43026  
Principal: Cindy Teske  
Secretary: Debbie Gourash

**Hilliard Crossing Elementary** 614.921.5600  
3340 Hilliard Rome Road, Hilliard, OH 43026  
Principal: Britanie Risner  
Secretary: Debbie Kirk

**Hilliard Horizon Elementary** 614.921.5800  
6000 Renner Road, Columbus, OH 43228  
Principal: Hilary Sloat  
Secretary: Suzy Dawson

**Hoffman Trails Elementary** 614.921.5700  
4301 Hoffman Farms Drive, Hilliard, OH 43026  
Principal: Shelli Miller  
Secretary: Kathy Thomas

**JW Reason Elementary** 614.921.5900  
4790 Cemetery Road, Hilliard, OH 43026  
Principal: Jackie Prati  
Secretary: Anna Deri

**Norwich Elementary** 614.921.6000  
4454 Davidson Road, Hilliard, OH 43026  
Principal: Michael Heitzman  
Secretary: Sue Reynolds

**Ridgewood Elementary** 614.921.6100  
4237 Dublin Road, Hilliard, OH 43026  
Principal: Tamar Campbell-Sauer  
Secretary:

**Scioto Darby Elementary** 614.921.6300  
5380 Scioto Darby Road, Hilliard, OH 43026  
Principal: Kayla Pinnick  
Secretary: Cindy Cook

**Washington Elementary** 614.921.6201  
5675 Eiterman Road, Dublin, OH 43016  
Principal: Jennifer Lowery  
Secretary: Cathy Smith

**Hilliard Station Sixth Grade School**  
614.921.6800  
3859 Main Street, Hilliard, OH 43026  
Principal: Kevin Buchman  
Secretary: Rhonda Wolfe

**Hilliard Tharp Sixth Grade School**  
614.921.6900  
4681 Leap Road, Hilliard, OH 43026  
Principal: Cori Kindl  
Secretary: Trena Bergin

**Hilliard Heritage Middle School** 614.921.7500  
5670 Scioto Darby Road, Hilliard, OH 43026  
Principal: Joyce Brickley  
Secretary: Kim Leppert

Hilliard Memorial Middle School 614.921.7600  
5600 Scioto Darby Road, Hilliard, OH 43026  
Principal: Barry Bay  
Secretary: Agnes Jackson

**Hilliard Weaver Middle School** 614.921.7700  
4600 Avery Road, Hilliard, OH 43026  
Principal: Craig Vroom  
Secretary: Kiristi Whitacre

**Hilliard Bradley High School** 614.921.7400  
2800 Walker Road, Hilliard, OH 43026  
Principal: Mindy Mordarski  
Secretary: Carla Karn

**Hilliard Darby High School** 614.921.7300  
4200 Leppert Road, Hilliard, OH 43026  
Principal: Ryan McClure  
Secretary: Brenda Sauls

**Hilliard Davidson High School** 614.921.7200  
5100 Davidson Road, Hilliard, OH 43026  
Principal: John Bandow  
Secretary: Mar

**KIPP Columbus Licking Heights 614.987.8266**

**2750 Agler Road  
Columbus, Oh 43224**

**AESOP Contact: Ann Palcisco 614.987.8266**

**Cutoff time: 24 hours**

**Licking Heights 740.927.6926**

6539 Summit Road,  
Pataskala, OH 43062

**AESOP Contact:** Kimberly Cohagen, Lisa Todd  
Administrative Assistant 740-927-6926

**Cutoff Time: 24 hours minutes prior to  
school starting**

**Licking Heights High School 740.927.9046**

4000 Mink Road, Pataskala, OH 43062

Principal – Kenneth Kraemer

Secretary - Charlotte Myers

**Licking Heights Central Middle School**

**740.927.3365**

6565 Summit Road, Pataskala, OH 43062

Principal – Dr. Terrence Hubbard

Secretary - Robin Hesse

**Licking Heights North Elementary**

**740.927.3268**

6507 Summit Road, Pataskala, OH 43062

Principal - Brian Wilkinson

Secretary - Lori Browning

**Licking Heights South Elementary**

**740.964.1674**

6623 Summit Road Pataskala, OH 43062

Principal – Kurt Scheiderer

Secretary - Carolyn Ellicott

**Licking Heights West Elementary**

**614.864.9089**

1490 Climbing Fig Drive, Blacklick, OH 43004

Principal - Kim Henderson

Secretary - Traci Cochran

2015-2016 school year

**Marburn Academy 614.432.0822**

1860 Walden Drive  
Columbus, OH 43229

**AESOP Contacts:**

**Cutoff Time: 1 hour prior to absence**

**Marysville Exempted Village School District 937.644.8105**

1000 Edgewood Drive,  
Marysville, OH 43040

**AESOP Contacts:** Lynnette Focht, HR Director

**Cutoff Time: 24 hours prior to absence**

**Marysville High School – 937.642.0010**

800 Amrine Mill Road, Marysville, OH 43040

Principal – Aaron Cook

Secretary – Karen Brown

Marysville Early College High School

(located in the old Maple Street MS)

833 N. Maple Street

Marysville, OH 43040

Principal- Kathy McKinniss

**Bunsold Middle School – 937.642.1721**

14198 St. Rt. 4, Marysville, OH 43040

Principal – Mike Robertson

Secretary – Dee Dee Green/Jill Sements

**Creekview Intermediate 937.642.1154**

2000 Creekview Dr., Marysville, OH 43040

Principal –Tim Kannally

Secretary – Pam Harris

**Edgewood Elementary 937.642.7801**

203 Grove Street

Principal – Jonathan Langhals

Secretary – Beth McCabe

**Mill Valley Elementary 937.642.3822**

633 Mill Wood Blvd.

Marysville, OH 43040

Principal – Craig Lautenschleger

Secretary – Candy Weikle

**Navin Elementary 937.578.0138**

16265 County Home Rd. Marysville, OH 43040

Principal –Lynette Lewis

Secretary – Ann Leonard

**Northwood Elementary 937.644.8106**

2100 Creekview Drive, Marysville, OH 43040

Principal –Melissa Hackett

Secretary – Shelley Gonzales

**Raymond Elementary 937.246.2861**

21511 Main Street, Raymond, OH 43067

Principal – Carol Lentz

Secretary – Stephanie Albertini

2015-2016 school year

## **Metro Academy**

1929 Kenny Road  
Columbus, Oh 43210

Principal- Aimee Kennedy

**Aesop Administrator Contact:** **Kathy Fries 614.247.2276**

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

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

55 North High Street  
New Albany, OH 43054

Aesop Administrator Contact: Pam Stineman – [stineman.1@napls.us](mailto:stineman.1@napls.us)

**If you need to cancel an assignment within 24 hours, please contact building secretary AND the New Albany School Aesop administrator.**

**Multiple cancelations within the 24 hour period will result in removal from NAPLS sub list.**

Cutoff Time: 24 hours before an assignment begins.

**New Albany High School** 614.413.8300

7600 Fodor Road New Albany, OH 43054

Principal- Dwight Carter

Assistant Principal – Rex Reeder

Administrative Assistant – Sherrie Kauffman [Kauffman.4@napls.us](mailto:Kauffman.4@napls.us) 614.413.8303

**New Albany Middle School** 614.413.8500

6600 Dublin Granville Road New Albany, OH 43054

Principal- Emily Jablonka

Assistant Principal - Steve Gehlert

Assistant Principal- Elizabeth Gonda

Administrative Assistant- Francean Hughes [hughes.1@napls.us](mailto:hughes.1@napls.us) 614.413.8502

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

87 North High Street New Albany, OH 43054

Head Principal – Jennifer Denny

Assistant Principal- Steve Lesco, Diana Smith

Secretaries- Donna Mecurio [mecurio.1@napls.us](mailto:mecurio.1@napls.us) 614.413.8602

Sherrie Kauffman-[Kauffman.4@napls.us](mailto:Kauffman.4@napls.us) 614.413.8603>

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

5101 Swickard Woods Blvd, New Albany, OH 43054

Principal –

Secretary- Ginger Collins [Collins.1@napls.us](mailto:Collins.1@napls.us) 614.413.8702

2015-2016 school year

## **Olentangy Local Schools**

814 Shanahan Road, Suite 100  
Lewis Center, OH 43035

**AESOP Administrator Contact:** Caroline Dewese 6:00am to 2:00pm

740.657.5051 or [caroline\\_dewese@olsd.us](mailto:caroline_dewese@olsd.us)

Jami Sager 8:00am to 4:00pm 740.657.4018 or

[jami\\_sager@olsd.us](mailto:jami_sager@olsd.us)

**Cutoff Time: 48 hours 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-Nancy Freese

### **Olentangy Orange Middle School 740.657.5300**

2680 East Orange Road Lewis Center, Ohio 43035  
Principal-Scott Cunningham

### **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-Teresa Goins

### **Arrowhead Elementary School 740.657.4650**

2385 Hollenback Road Lewis Center, Ohio 43035  
Principal-Luke Carlisle

### **Wyandot Run Elementary School 740.657.4850**

2800 Carriage Road Powell, Ohio 43065  
Principal – Jeremy Ross

### **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

### **JohnnyCoke 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-Kristin Baker

### **Scioto Ridge Elementary School 740.657.4800**

8715 Big Bear Avenue Powell, Ohio 43065  
Principal-Peggy McMurry

### **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

2015-2016 school year

**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

**Tolles Career & Technical Center 614.873.4666**

7877 US Highway 42  
Plain City, Oh 43064 614.873.4666

Building Principal – Tonya N. Ramey

**AESOP Administrator Contact:** Mrs. Tonya N. Ramey, Student Services Director 614.873.4666 Ext 4238  
Building Secretary 614.873.4666 Ext 207 or 208

**Cutoff Time – 4 hours before an assignment begins.**

**Upper Arlington City Schools & Wellington School 614.487.5000**

1950 North Mallway Drive Upper Arlington, Ohio 43221

**AESOP Administrator Contact:** Robin Hotham and Barb Pardi 614.487.5000

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

**Upper Arlington High School 614.487.5200**

1650 Ridgeview Road Upper Arlington, Ohio 43221  
Principal- Ryan McClure  
Secretary – Cathy Thomas

**Hastings Middle School 614.487.5100**

1850 Hastings Lane Upper Arlington, Ohio 43220  
Principal- Robb Gonda  
Secretary – Melissa Thien

**Jones Middle School 614.487-5080**

2100 Arlington Avenue Upper Arlington, Ohio 43221  
Principal-Shelly Hughes  
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 Estep

2015-2016 school year



**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-Julie Nolan  
Secretary – Mary Ann Seeler

**Westerville City Schools**

936 Eastwind Drive, Suite 200,  
Westerville, OH 43081

**Aesop Contacts:**

Deborah Asta 614.797.5737  
Kathy Henderson 614.797.5728

**Cutoff Time – 4 hours before an assignment begins.****Westerville Central HS 614.797.6800**

7118 Mt. Royal Ave, Westerville, 43082  
Principal – Todd D. Spinner  
Secretary – 614.797.6809

**Westerville North HS 614.797.6200**

950 County Line Rd. Westerville, 43081  
Principal – Kurt Yancey  
Secretary – 614.797.6200

**Westerville South HS 614.797.6000**

303 So. Otterbein Ave. Westerville 43081  
Principal – Steve Andersson  
Secretary- Beverly Davis 614.797.6015

**Blendon Middle School 614.797.6400**

223 So. Otterbein Ave, Westerville 43081  
Principal – Kendall Harris  
Secretary – Amy Emler – 614.797.6402

**Genoa Middle School 614.797.6500**

5948 S. Old 3C Highway, Westerville 43082  
Principal – Carrie Trusley  
Secretary – Jill Frase 614.797.6809

**Hawthorne Elementary 614.797.7130**

5001 Far-View Drive, Columbus OH 43231  
Principal – Brett Gambill  
Secretary – Michele Jakubowski 614.797.7132

**Huber Ridge Elementary 614.797.7150**

5757 Buenos Aires Blvd, Westerville 43081  
Principal – Christopher Blados  
Secretary – 614.797.7154

**McVay Elementary 614.797.7230**

270 So. Hempstead Rd. Westerville 43081  
Principal – Amy Miller  
Secretary – Sandy Spohn 614.797.7230

**Mark Twain Elementary 614.797.7200**

799 East Walnut Street, Westerville 43081  
Principal – Vicki Moss  
Secretary – Susan Kaul 614.797.7202

**Pointview Elementary 614.797.7250**

720 Pointview Drive, Westerville 43081  
Principal – Jeanne Roth  
Secretary – Mary Zarley 614.797.7252

2015-2016 school year

**Heritage Middle School 614.797-.6600**  
390 North Spring Rd. Westerville 43082  
Principal – Joseph Kacsandi  
Secretary – Lonnie Thomas Robinson  
614.797.6607

**Walnut Springs Middle 614.797.6700**  
888 East Walnut St. Westerville 43081  
Principal – Leslie Kelly  
Secretary – Vicki Kielmeyer 614.797.6707

**Alcott Elementary 614.797-7350**  
7117 Mount Royal Ave, Westerville 43082  
Principal – Bob Hoffman  
Secretary – Marsha Williams 614.797.7352

**Annehurst Elementary 614.797.7000**  
925 West Main St. Westerville 43081  
Principal – Howard Baum  
Secretary -Shannon Whitmer 614.797.7002

**Cherrington Elementary 614.797.7050**  
522 Cherrington Rd. Westerville 43081  
Principal – Andrew Heck  
Secretary – CJ McGinty 614.797.7052

**Emerson Elementary 614.797.7080**  
44 North Vine Street Westerville 43081  
Principal – Vicki Jarrell  
Secretary– April Thomas 614.797.7082

**Fouse Elementary 614.797.7400**  
5800 S. Old 3C Highway, Westerville 43082  
Principal – Brian Orrenmaa  
Secretary – Laura Malaby 614.797.7402

**Hanby Magnet Elementary 614.797.7100**  
56 South State Street, Westerville 43081  
Principal – Dr. Janet Fedorenko  
Secretary – Linda Danna 614.797.7102

**Preschool Program at the Early Learning Center**  
936 Eastwind Drive Westerville, OH 43081  
Main Office 614.797.7450 Fax 614.797.7451  
Ann Lockett, Director of Preschool Services  
Secretary – Amy Kennedy 614.797.7452

**Robert Frost Elementary 614.797.7280**  
270 North Spring Road, Westerville 43082  
Principal – Sarah Berka  
Secretary – Linda Davis 614.797.7282

**Whittier Elementary 614.797-7300**  
130 East Walnut Street, Westerville 43081  
Principal – Kim Woosley  
Secretary – Gabriele Harvel 614.797.7302

**Wilder Elementary 614.797.7330**  
6375 Goldfinch Drive, Westerville 43081  
Principal – Victoria Hazlett  
Secretary – Sharon Pendency 614.797.7332

## **Whitehall City Schools**

625 S. Yearling Rd  
Whitehall, Ohio 43213

**Aesop facilitator-** Sharon James 614.417.5004

**Cutoff Time: 2 hours prior to absence**

### **Whitehall Yearling High School**

675 South Yearling Rd  
Whitehall, Oh 43213  
Principal – Carl Svagerko 614.417.5101

### **Rosemore Middle School**

4800 Langley Avenue  
Whitehall, OH 43213  
Principal-Mark Trace 614.417.5201

### **Beechwood Elementary School**

455 Beechwood Road  
Whitehall, OH 43213  
Principal- Cheryl Spain 614.417.5301

### **Etna Road Elementary School**

4531 Etna Road  
Whitehall, OH 43213  
Principal- Julie Kenney-Smith 614.417.5401

### **Kae Avenue Elementary School**

4750 Kae Avenue  
Whitehall, OH 43213  
Principal- Alissa Putnam 614.417.5601

### **C. Ray Williams Early Childhood Center**

4738 Kae Avenue  
Whitehall,OH 43213  
Director- Shirley Drake 614.417.5680

## **Worthington City Schools 614.450.6000**

200 East Wilson Bridge Road,  
Worthington, Ohio 43085

**Aesop Contacts:** Karen Holt / Becky Smith

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

### **Thomas Worthington High School 614.450.6200**

300 West Granville Road, Worthington Ohio 43085

Principal - Jim Gaskill

Secretaries - Tammy Johnson  
Jill Burkholder

### **Worthington Kilbourne High School – 614.450-6400**

1499 Hard Road, Columbus, Ohio 43235

Principal - Angie Adrean

Secretary - Sharon DeSantis

### **Kilbourne Middle School 614.450.4200**

50 East Dublin-Granville Road, Worthington Ohio 43085

Principal- Pete Scully

Secretaries - Patty Coen

Julianne O'Donnell

### **McCord Middle School 614.450.4000**

1500 Hard Road, Columbus, Ohio 43235

Principal- Michael Kuri

Secretaries - Virginia Leiter  
Liane Ruder

### **Phoenix Middle School 614.450.4100**

2341 Snouffer Road, Worthington, Ohio 43085

Principal- Jeff Maddox

Secretary- Trina Schroeder

### **Worthingway Middle School 614.450.4300**

6625 Guyer Street, Worthington, Ohio 43085

Principal - Nathan Kellenberger

Secretaries – Bonnie Windisch  
Jane Mess

### **Bluffsvew Elementary 614.450.5100**

711 Linworth Avenue, Columbus, Ohio 43235

Principal - Cindy Fox

Secretary - Ann Halpin

### **Brookside Elementary 614.450.5300**

6700 McVey Blvd, Columbus, Ohio 43235

Principal – Dan Girard

Secretary - Nancy Demarchi

### **Colonial Hills Elementary 614.450.5400**

5800 Greenwich Street, Worthington, Ohio 43085

Principal – Madeline Partlow

Secretary - Jodi Nichols

### **Evening Street Elementary 614.450.4400**

885 Evening Street, Worthington, Ohio 43085

Principal - Mary Rykowski

Secretaries - Marsha Given  
Cindy Leonard

### **Granby Elementary 614.450.4500**

1490 Hard Road, Columbus, Ohio 43235

Principal –Patti Schlaegel

Secretary – Sherilyn Fitz

### **Liberty Elementary 614.450.5200**

8081 Saddle Run, Powell, Ohio 43065

Principal – Holly Coombs

Secretary - Joyce Hofacre

### **Slate Hill Elementary 614.450.5000**

7625 Alta View Blvd, Worthington, Ohio 43085

Principal - Ken Pease

Secretary -Barb White

### **Sutter Park Elementary 614.450.4900**

1850 Sutter Parkway, Worthington, Ohio 43085

Principal - Renee Linn

Secretary - Nancy Kirchofer

### **Wilson Hill Elementary 614.450.4800**

6500 Northland Road Worthington, Ohio 43085

Principal – Matthew Keller

Secretary - Kathy Roush

### **Worthington Estates Elementary 614.450.4600**

6760 Reiber Street, Worthington, Ohio 43085

Principal - Tom Forsgren

Secretary - Sue DeRose

### **Worthington Hills Elementary 614.450.3400**

1221 Candlewood Drive, Columbus, Ohio 43235

Principal – Joseph Jude

Secretary - Laura Charles

### **Worthington Park Elementary 614.450.5500**

500 Park Road, Westerville, Ohio 43081

Principal - Joy Tremmel

Secretary - Renee Fisher

## Cyber Career Killers, from Robert Half International

**On the job hunt** when it comes to applying for a job, the days of stamps and envelopes have passed. The vast majority of resumes and cover letters are submitted electronically, making a person's e-mail address an important piece of contact information. But using a cute, playful or downright inappropriate e-mail address can be a quick way to eliminate your chances of earning a call from interested employers. Consider "surfgod@example.com" or "borntoparty@example.com." While your friends may get a kick out of your sense of humor, those outside your circle won't be in on the joke. The best type of e-mail address to use for professional correspondence is one that includes your name or a combination of your name and some numbers. Here are two examples: "roberthalf@example.com" and "rhalf1948@example.com."

Another technology trap to watch out for is attaching the wrong document to an employment application. More than one professional has had their hopes dashed after inadvertently submitting an outdated resume, incomplete cover letter or even documents completely unrelated to the job search. A good rule of thumb: Once you attach a document to an e-mail, open it before hitting send to ensure it's the correct one.

**In the workplace** New federal rules enacted at the end of last year make it more likely your employer is saving electronic communications among employees. That's even more reason business e-mail should be all business. Off-color or offensive jokes or messages should be immediately deleted and never forwarded to others. Discourage friends from sending them to you in the first place. Also avoid e-mailing about sensitive topics, such as politics or office gossip. Not only could your messages prove embarrassing, they also could land you in trouble with your employer. Don't be fooled into thinking that your exchange will remain private. According to antispam firm ProofPoint, 38 percent of companies with 1,000 or more workers employ staff to read or analyze outgoing e-mail messages. If you must send a personal note, use a personal e-mail account and send it from your personal computer.

The same holds true for your Internet activities. Your employer has the right to monitor the activities you conduct on your company-supplied computer and Internet connection -- and many do. In fact, a poll by the American Management Association and the ePolicy Institute indicates that 26 percent of companies have terminated employees over Internet misuse. So, avoid visiting off-limits Web sites, viewing online video and checking your Internet auctions until you're out of the office.

Of course, for many professionals, the computer holds less interest than an iPod or other portable music player. While some companies allow employees to don headphones while on the job, check with your boss about your firm's policy before doing so. Even if this activity is condoned, think twice about playing your music too loudly. Use headphones instead. Just don't spend all of your day listening to hot hits. Show your employer you're engaged in the job.

**Outside the office** Even outside the office, workers aren't immune to technology gaffes. When meeting with clients or other business contacts for lunch or dinner, interrupting the conversation to answer a ringing cell phone could immediately sour the mood. The simple fix: Place your cell phone on silent mode and let voice mail answer any calls. Even if set on "vibrate," your phone might still make noise. If you must take an incoming call or answer an urgent e-mail, excuse yourself and make it brief.

Also, keep tabs on your cell phone and Blackberry use. If your firm provides you with these tools, you need to follow your company's usage policy, even if you make calls outside of work hours or to personal acquaintances.

Never before has technology been so central to the way people work. By being aware of business protocol for e-mail, Internet use and cell phones, you can be sure these tools work for you, and not against you.

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**2015-2016 Substitute Employee Handbook Acknowledgement\***

The ESC-COG Substitute Consortium serves Bexley, Big Walnut Local, Buckeye Valley Local, Canal Winchester Local, Delaware Area Career Center, Delaware City, Dublin City, Eastland-Fairfield Career and Technical School, ESC of Central Ohio, Fairbanks Local, Gahanna-Jefferson City, Grandview Heights City, Groveport Madison Local, Hamilton Local, Hilliard City, KIPP Columbus, Licking Heights Local, Marburn Academy, Marysville Exempted Village, Northridge Local, The Metro School, New Albany-Plain Local, Olentangy Local, Tolles Career & Technical Center, Upper Arlington City, Westerville City, Whitehall City and Worthington City School District.

**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 specifically acknowledge that I have read, understand and agree to the terms of the Network Acceptable Use Policy. I further agree to abide by all guidelines and policies contained within this handbook and understand that said guidelines and policies are subject to revision at any time. This handbook applies to all substitute categories within the consortium.

Existing substitutes are to review the most recent substitute handbook annually. An updated version of this handbook is available on our web site at [www.escco.org](http://www.escco.org) under the substitute tab.

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. A composite calendar including the beginning, ending and non-scheduled school days for each district in our consortium is available on our [www.escco.org](http://www.escco.org) web site under the substitute tab.

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

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

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

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

*(an electronic signature is acceptable when used on line in Applitrack)*

**\*Document is subject to change without prior notification**

2015-2016 school year