

# Substitute Handbook

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**Board Approved 8/27/24**

**205 Nolan Parkway**

**Archbold, OH 43502**

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## INTRODUCTION

This Handbook is intended to provide information regarding the Northwest Ohio Educational Service Center’s (“NWOESC”) Consortium Substitute Lists, and the policies and accompanying procedures pertaining to substitute teachers and paraprofessionals who are approved to be placed on the NWOESC lists available to member districts and for NWOESC usage. The policies and procedures contained within this handbook do not imply, create, or constitute a contract of employment, express or implied, between the NWOESC and the substitutes. No employee, agent or representative of the NWOESC has been authorized in the present or the future to offer an expressed or implied contract of employment specific to substitutes. The NWOESC policies and accompanying procedures may be modified at any time, should the NWOESC determine it necessary or advisable to do so. It is the responsibility of each individual on the lists to familiarize him/herself with any such changes. For questions regarding an NWOESC policy or accompanying procedure, contact Brandi Nafziger, Assistant Financial Officer/HR via email: [brandi.nafziger@nwoesc.org](mailto:brandi.nafziger@nwoesc.org) or phone: 567-444-4806 ex 4798.

The NWOESC provides its member districts with Consortium Substitute Lists of eligible substitute teachers and paraprofessionals annually and throughout the year. NWOESC provides screening and documentation regarding the qualifications for service as a substitute teacher or paraprofessional prior to putting individual names on the lists. NWOESC reserves the right in its sole discretion to include or to remove people from the lists who do not/no longer meet the qualifications regarding credentials, criminal background, performance feedback, or have violations of the Licensure Code of Professional Conduct for Ohio Educators, the policies and regulations of the member school districts or the NWOESC, or violations of this Handbook as outlined below.

The processing services provided by NWOESC include but are not limited to providing criminal background checks and verifying licensure and other qualifications for inclusion on the Consortium Substitute Lists and potential employment by member school districts and the NWOESC as substitutes. Each NWOESC member district has access to the Consortium Substitute Lists. Each member district is then responsible for employing and compensating the substitute teacher and/or paraprofessional. Please note, some districts, including NWOESC, elect to utilize a 3<sup>rd</sup> party agency for substitute staffing and employment. Substitute teachers and/or paraprofessionals are **not** employed by the NWOESC. The NWOESC finds it appropriate to provide substitute teachers and paraprofessionals on the Consortium Substitute Lists with a general handbook to outline expectations for inclusion and maintenance on the lists available to member districts and the NWOESC.

For more detailed information on specific issues and policies and procedures related to employment, substitutes should consult the school districts, the NWOESC, or the 3<sup>rd</sup> party staffing agency.

## **LICENSURE REQUIREMENTS**

**SUBSTITUTE TEACHING:** In order to receive compensation for teaching in the State of Ohio, one must be the holder of a current teaching license or substitute license. A copy of the credential must be presented as part of the NWOESC substitute employee program application process and will be kept on file in the offices of the NWOESC. Failure to renew a teacher credential or substitute license will automatically disqualify an individual from continued inclusion on the list, and from serving as a substitute employee in member school districts or the NWOESC.

Substitute licenses are issued by the State Board 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 State Board of Education to renew their teacher license. Substitutes holding a teaching license or certificate as a regular teacher or who have long-term substitute licenses can substitute in a position for absences of indefinite duration, provided the absence is in a subject area or grade level consistent with the substitute license or teacher credential. Those substitutes who hold short-term substitute licenses are limited to no more than five consecutive days in the same assignment unless special approval is obtained.

## **CRIMINAL BACKGROUND CHECKS**

Every person working in an education setting in the State of Ohio is required to submit to a background check. Background checks include both a Bureau of Criminal Investigation (“BCI”) and a Federal Bureau of Investigation (“FBI”) check prior to employment. The State Board of Education will not issue any credential until the mandatory background checks have been completed. Background checks may be completed at a web check location or NWOESC. Make sure background checks are mailed to NWOESC at 205 Nolan Parkway, Archbold, Ohio 43502 if using a web check location. The cost of the service is paid by the substitute teacher or paraprofessional. Background checks must be submitted electronically to the State Board of Education at the time the individual is fingerprinted. The individual will also be enrolled in Retained Applicant Fingerprint Database (RAPBACK), a State database system for tracking and monitoring.

## **ANTI-DISCRIMINATION**

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

## **ANTI-HARASSMENT**

The NWOESC and its member districts are committed to maintaining an environment that is free from all forms of unlawful harassment. This includes unlawful harassment on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, age, or genetic information. All personnel and any person who is processed by NWOESC for inclusion on the lists of people available for substitute work are required to refrain from all forms

of unlawful harassment and are expected to discourage and promptly report any form of unlawful harassment to NWOESC administration or Compliance Coordinators. The NWOESC and its member districts recognize an employee's right to freedom from employment discrimination which includes the opportunity to work in an environment free from sexual harassment. If a person wishes to report harassment, such person should contact the Title IX Coordinator of the employing school district or the NWOESC. The policy of anti-harassment and the grievance process for NWOESC are available in Policies 1662 and 2266, with the grievance process contained in Policy 2266 on the NWOESC website. These policies are available at <https://go.boarddocs.com/oh/nwoesc/Board.nsf/Public?open&id=policies>. Title IX Compliance Officers are listed on the NWOESC website at <https://www.nwoesc.org/ComplianceOfficers>.

## **ATTENDANCE**

To remain included on the Consortium Substitute Lists, teacher and paraprofessional substitutes are required to arrive on time at member school districts or NWOESC classrooms and remain until the end of the workday or their assignment. Arriving late or leaving early from an assignment could result in a reduction of pay and/or one's removal from the NWOESC's substitute lists.

## **APPEARANCE**

All substitute teachers and paraprofessionals on the NWOESC Consortium Substitute Lists are expected to serve as role models for students and their district co-workers regarding dress and grooming. The school districts employing the substitutes/paraprofessionals retain the authority to address their own policies and handbooks regarding apparel and grooming guidelines and to address issues with individuals where dress and/or grooming are deemed objectively inappropriate, or that represent violations of such policies or handbooks. NWOESC also retains this authority.

## **MANDATORY REPORTING REQUIREMENTS**

Substitutes on the Consortium Substitute Lists are subject to all mandatory reporting requirements in the identification and reporting of cases of suspected child abuse and/or neglect in accordance with the law. Section 2151.421 of the Revised Code requires that school teachers, employees and/or authorities, which includes substitutes as licensed educators, who know or have reasonable cause to suspect that a child under 18 years of age or a developmentally disabled or physically impaired child under 21 years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect shall immediately report to the appropriate law enforcement or child protective services agency. Substitutes should report such information to NWOESC and district administrations in addition to making the required report. In making a report, mandated reporters should include the names and addresses of the child and parent(s) or person(s) having custody of the child, the child's age and birth date, the observable/factual information regarding the nature and extent of the suspected abuse and/or neglect, if known, and any other first-hand/factual information that may be helpful. NWOESC Consortium Substitute Lists members should collaborate closely with their employing

school districts or with the NWOESC for NWOESC classrooms any time a mandated report is required.

### **LICENSURE CODE OF PROFESSIONAL CONDUCT**

In alignment with the Standards for Ohio Educators and the Ohio’s Learning Standards, our State’s educators strive for excellence through the high expectations 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. It 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 others serving schools. This includes substitute teachers and/or substitute paraprofessionals. As such, the Licensure Code of Professional Conduct applies to all substitute teachers and paraprofessionals on the NWOESC lists.

If a substitute teacher or paraprofessional on the Consortium Substitute Lists resigns/no longer actively substitutes **and** there is reason to believe the substitute teacher or paraprofessional violated the Licensure Code of Professional Conduct, NWOESC is required to notify the State Superintendent of Public Instruction in accordance with state law.

The Licensure Code of Professional Conduct can be found on the NWOESC website at:

<https://www.nwoesc.org/Downloads/Licensure-Code-of-Professional-Conduct%20State%20Board%20of%20Education.pdf>

### **EXPECTATIONS**

For individuals meeting the qualifications to be placed on the Consortium Substitute Lists as outlined herein, it is also expected that each person seeking to serve a school district or the NWOESC as a substitute teacher or paraprofessional adhere to the following guidelines:

- Serves as a role model for students in how to conduct themselves as citizens and as responsible, intelligent individuals.
- Is sensitive to and supportive of the needs of students from culturally diverse backgrounds.
- Adheres to and enforces all policies of the employing school district or NWOESC.
- Conducts duties or assignments as directed by the immediate supervisor or building administration.

## **EXCLUSION FROM THE LIST**

The following criteria are considered and put in place with the best interest of the students and the districts served by NWOESC. NWOESC reserves the right to remove people from the NWOESC Consortium Substitute Lists. Such exclusions could include but are not limited to reports from the employing district or NWOESC of the following:

- Poor classroom management.
- Not following lesson plans as outlined by the classroom teacher.
- Using computers/technology during work time for any purpose other than the classes you are teaching.
- Using cell phones/technology during class time, taking time away from interacting with, instructing, and monitoring students. Phones should be turned off or silenced during work.
- Leaving the building during work hours without explicit permission from the building principal.
- Leaving a classroom or students unattended.
- Touching or communicating with a student or staff member in an inappropriate manner.
- Failure to maintain classroom control.
- Not following the regular classroom teacher's prepared lesson plans.
- Failure to leave any follow-up notes for the regular classroom teacher.
- Making inappropriate comments to students, parents and/or fellow staff members.
- Not showing up for an assigned duty on time; creating a situation where students are unsupervised.
- Not following instructions or directives related to classroom tasks and activities.
- Not engaging with the educational processes within the classroom or the educational environment.

\* THE NWOESC RESERVES THE RIGHT TO REMOVE ANY SUBSTITUTE FROM THE CONSORTIUM SUBSTITUTE LISTS AT ANY TIME, AT ITS SOLE DISCRETION.

## **DRUG-FREE WORKPLACE**

It is the Policy of the NWOESC and member school districts to provide a drug-free workplaces. Drug or alcohol abuse in the workplace is dangerous and can lead to harm not only for the person

abusing drugs or alcohol but also for fellow employees and the public. It is especially important that individuals not use drugs or alcohol in the workplace. The NWOESC and its participating districts are all committed to maintaining a drug-free workplace and will enforce policy requiring all employees and any substitute teachers and paraprofessional on the Consortium Substitute Lists provided to member districts and the NWOESC to refrain from the manufacture, distribution, use, sale, purchase, possession, or being under the influence of drugs or alcohol at the workplace. Any individual convicted of an offense under a criminal drug statute for an offense occurring within the workplace must report his/her conviction to the employing district and to the NWOESC Central Office within twenty-four (24) hours after the conviction. Failure to do so may result in disciplinary actions which could include termination. The NWOESC and its member districts are concerned about any person who suffers from alcohol or drug addiction and will facilitate the process by which he/she receives help through programs and services available in the community. A person should contact NWOESC whenever such assistance is needed. The fact that an individual may or does suffer from addiction issues will not excuse the individual or a substitute teacher or paraprofessional appearing on the Consortium Substitute Lists available to member school districts or the NWOESC from complying with the Drug-Free Workplace rules.

**Substitute teachers and paraprofessionals should report convictions within twenty-four (24) hours to the NWOESC Central Office. Brandi Nafziger – ph. 567-444-4806 ex 4798**

#### **FIRST AID, SAFETY, AND HEALTH**

As a substitute teacher and paraprofessional for a member school district or the NWOESC, individuals are expected to provide quality supervision to the students entrusted to their care. In the event of an injury, please use common sense rules and immediately contact the principal or another teacher, as well as follow any school district policies and procedures including reporting requirements. If a fire drill or tornado drill occurs while on duty in a district, please follow the district's protocols. Communication is key. Ask questions, seek assistance, and utilize available resources to ensure the health and safety of self and of students.

#### **VACCINATION REQUIREMENTS / HEPATITIS B**

Receiving the Hepatitis B vaccination is not required by the NWOESC as a condition for substitute teachers and paraprofessionals otherwise qualified for inclusion on the lists. Therefore, vaccination status has no bearing whatsoever on eligibility to appear on the Consortium Substitute Lists as available for work or to access employment opportunities. Pursuant to federal law, the NWOESC provides information regarding HBV, as well as an opportunity for vaccination at no cost to individuals on the Consortium Substitute Lists. 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. Consult a health care provider if a vaccination series is interrupted. An individual wishing to receive the Hepatitis B Vaccination series may indicate desire as part of the follow up paperwork when completing the required Blood Borne Pathogen training.



## **PERFORMANCE FEEDBACK**

Feedback on performance may be obtained from member districts and NWOESC staff and administration and utilized to determine status as a substitute. This feedback, which may include anecdotal records, reports, observations, etc., may affect continuation or removal from the Consortium Substitute Lists made available annually and regularly to member school districts and the NWOESC.

## **CONFIDENTIALITY**

Substitute teachers and paraprofessionals are expected to keep student information confidential as required by federal and state law, including the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, 34 C.F.R. Part 99, the Individuals with Disabilities Education Improvement Act, 20 U.S.C. § 1400, 34 C.F.R. Part 300, and Ohio Revised Code Section 3319.321. Further, substitute teachers and paraprofessionals on the lists of people available for employment at member school districts and the NWOESC are reminded that all written, electronic, or recorded communications produced in the course of their employment may constitute public and/or student records that may be subject to release upon request by the appropriate parties.

## **FRAUD REPORTING**

The Auditor of the State of Ohio has established a reporting system whereby public employees can file complaints of fraud and misuse of public funds by public offices or officials. The system allows all Ohio citizens, including public employees, the opportunity to make anonymous complaints through a toll-free number, the Auditor of State's website or through United States mail. Individuals who file a complaint with the new fraud-reporting system receive some protections under Section 124.341 of the Revised Code. If a classified or unclassified employee becomes aware of a situation and reports it to the Auditor of State's fraud-reporting system, the employee is protected against certain retaliatory or disciplinary actions. If retaliatory or disciplinary action is taken against the employee, the employee has the right to appeal with the State Personnel Board of Review. The contact information of the Auditor of State for fraud reporting is:

Telephone: 1-866-FRAUD OH (1-866-972-8364)

Web: [www.ohioauditor.gov](http://www.ohioauditor.gov)

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

**CONTACT NWOESC:**

**Northwest Ohio Educational Service Center**

205 Nolan Parkway

Archbold, OH 43502

**WEBSITE ADDRESS:** [www.nwoesc.org](http://www.nwoesc.org)

**MAIN NUMBER:** 567.444.4800

**SUPERINTENDENT OFFICE:** 567.444.4807

**BUSINESS OFFICE:** 567.444.4806

**ADMINISTRATIVE STAFF:**

Superintendent	Kerri Weir	<a href="mailto:kerri.weir@nwoesc.org">kerri.weir@nwoesc.org</a>	4646
Chief Financial Officer/Treasurer	Abby Lorenzen	<a href="mailto:abby.lorenzen@nwoesc.org">abby.lorenzen@nwoesc.org</a>	4797
Director of Special Education	Jill Gilliland	<a href="mailto:jill.gilliland@nwoesc.org">jill.gilliland@nwoesc.org</a>	4796
Director of Curriculum & PD	Andy Hunter	<a href="mailto:andy.hunter@nwoesc.org">andy.hunter@nwoesc.org</a>	4649
Director of Tech & Bldg. Operations	Chad Rex	<a href="mailto:chad.rex@nwoesc.org">chad.rex@nwoesc.org</a>	4816
Superintendent-Administrative Assistant	Linda Schlosser	<a href="mailto:linda.schlosser@nwoesc.org">linda.schlosser@nwoesc.org</a>	4794

**BUSINESS OFFICE STAFF**

Assistant Financial Officer/HR	Brandi Nafziger	<a href="mailto:brandi.nafziger@nwoesc.org">brandi.nafziger@nwoesc.org</a>	4798
Payables & Receivables Accountant	Mikala Carpenter	<a href="mailto:mikala.carpenter@nwoesc.org">mikala.carpenter@nwoesc.org</a>	4692
Payroll Accountant	Kendall Shively	<a href="mailto:kendall.shively@nwoesc.org">kendall.shively@nwoesc.org</a>	4699
Payroll Specialist	Alison Garcia	<a href="mailto:alison.garcia@nwoesc.org">alison.garcia@nwoesc.org</a>	4690
Personnel Specialist-Substitutes & Spec Programs	Amy Mitchell	<a href="mailto:amy.mitchell@nwoesc.org">amy.mitchell@nwoesc.org</a>	4695
Personnel Coordinator	Sarah Kirkingburg	<a href="mailto:sarah.kirkingburg@nwoesc.org">sarah.kirkingburg@nwoesc.org</a>	4693

**COMPLIANCE/TITLE IX OFFICERS – (Anti-Harassment, Section 504 Compliance/ADA)**

Female Coordinator	Jill Gilliland	<a href="mailto:jill.gilliland@nwoesc.org">jill.gilliland@nwoesc.org</a>	4796
Male Coordinator	Andy Hunter	<a href="mailto:andy.hunter@nwoesc.org">andy.hunter@nwoesc.org</a>	4649

## **PARTICIPATING DISTRICTS**

The NWOESC is a provider of substitute processing services for the following school districts:

- Northwest Ohio Educational Service Center (“NWOESC”)
- Archbold Area Local
- Ayersville Local
- Bryan City
- Central Local
- Defiance City
- Edgerton Local
- Edon Northwest Local
- Evergreen Local
- Fayette Local
- Hicksville Exempted
- Holgate Local
- Liberty Center Local
- Millcreek – West Unity Local
- Montpelier Exempted
- Napoleon Area City
- Northeastern Local
- North Central Local
- Patrick Henry Local
- Pettisville Local
- Pike-Delta-York Local
- Stryker Local
- Swanton Local
- Wauseon Exempted
- Four County Career Center
- Independence Education Center (IEC/NWOESC)
- Northwest Ohio Opportunity School/Suspension Center (NWOESC)

For more information regarding each district please visit NWOESC’s official website <https://www.nwoesc.org/DistrictsServed>

## ACKNOWLEDGEMENT

### Substitute/Paraprofessional Handbook Acknowledgement

I agree to abide by the policies and procedures contained within this Handbook and understand that they are subject to revision at any time. I understand and agree that this Handbook and its contents represent the documented relationship between myself and the NWOESC, the nature of which is not that of an employee of NWOESC but instead a person whose credentials and qualifications to serve as a substitute in member school districts or the NWOESC have been processed by NWOESC and upon completion may be included and maintained on lists of individuals available for work. I understand that remaining on the NWOESC Consortium Substitute Lists require ongoing credentials and qualifications to serve without violations of member districts or of this NWOESC Handbook. I further understand that compensation may vary dependent specifically on the nature and duration of an assignment, employing member school district, NWOESC, or 3<sup>rd</sup> Party agency policies and procedures.

Substitute Name:

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*(Please Print)*

Phone Number:

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Email Address:

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Signature of Substitute:

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

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

*\*\*Acknowledgement may be obtained electronically*