



Substitute Teacher Reference Guide

Revised 5.18.2026

Table of Contents

OSTS Substitute Teacher Quick Contact Guide.....	3
Tips and Reminders	5
Professional Code of Conduct.....	7
Professionalism in the Classroom.....	7
Assignment Flexibility & Expectations	8
Notes of Importance About Assignments.....	8
Communication	9
Building Substitute Assignments	10
Long Term Substitute Assignments.....	10
Pre-School Substitute Requirements	11
Payroll Information	12
State Teachers Retirement System (STRS) Information.....	13
Absence Management Administrator	14
Substitute Teacher Training.....	15
Additional Learning Opportunities	16
Situational FAQs	17
Licensure FAQs.....	19
Background Checks FAQs.....	21
Ohio Substitute Teacher Services Pay Schedule	22

OSTS Substitute Teacher Quick Contact Guide

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Independence, OH 44131
www.OhioSTS.org
216.446.6787
Fax: 216.236.0801

Questions About:

- ♦ Use of Absence Management
- ♦ Cancellations / Substitute Assignments

Contact:

OSTS Service Team Members
Phone: 216.446.OSTS (6787)

Contact Information - Cuyahoga, Geauga, Lake, Lorain, and Medina Counties:

Questions About:

- ♦ Initial Paperwork
- ♦ Licensure / Background Checks
- ♦ Training Questions
- ♦ Annual Re-employment
- ♦ New Substitutes

Contact:

Capri Blasco
Phone: 216.810.2232
Email: capri.blasco@escneo.org
IRN # 046532

Questions About:

- ♦ Day-to-Day Operations
- ♦ Services Provided

Contact:

Cari Wiley, Operations Manager
Phone: 216.279.0824
Email: cari.wiley@escneo.org

Questions About:

- ♦ Payroll
- ♦ Personnel and Employment Matters
- ♦ Injuries on the Job
- ♦ Background Checks

Contact:

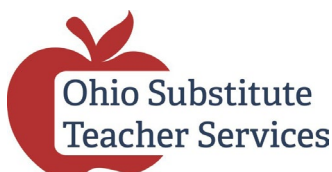
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Human Resources

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Tips and Reminders

Before Your Day Begins

- Arrive 20–30 minutes before your start time (the teacher's scheduled day).
- Sign in at the Main Office — get instructions, keys, and other materials.
- Report to your assigned classroom/area.
- Review lesson plans and duties for the day.
- Introduce yourself to neighboring teachers.
- Greet students at the door and set a positive tone for the day.
- Always dress professionally, unless instructed otherwise.

During the Day

- Welcome students as they enter classroom.
- Begin instruction promptly when the bell rings.
- Be confident when giving directions to students.
- Engage students the entire class period.
- Be positive and professional with students and staff.
- Circulate around the classroom — proximity helps with classroom management.
- Follow lesson plans exactly unless otherwise directed.
- Do not show movies or use technology (e.g., SMART Boards) unless explicitly authorized.
- Follow the OSTS and the district's policies on the acceptable use of cell phones, school computers, and Internet/Intranet. Do not use your cell phone in the classroom or use the school computers for personal business.

Additionally

- Treat students respectfully at all times — don't engage negatively.
- For everyone's safety, never touch a student.
- Release students only when the bell rings.
- Never leave your class unattended.
- What you see, hear, or read about students or staff must remain confidential.
- Avoid making critical remarks about the school or staff.

At the End of the Day

- Leave the room clean and organized.
- Write a note to the teacher: thank them, provide detailed feedback, keep a copy, and encourage future contact.
- Return keys to the office and sign out.



Important Notes

- Maintain classroom control at all times.
- Remain professional and keep emotional control.
- Never use inappropriate language, even during frustrating and stressful situations.
- Never call students an inappropriate name or tell them to “shut up.”

Helpful Tips

- Many jobs are filled with “Preferred” and “Favorite Subs”. In most districts, teachers/principals can choose an unlimited number of Preferred Subs for their classrooms/buildings and then designate a “Favorite Five”. Preferred Subs can see jobs in the Absence Management system before the jobs appear to all other subs. Favorite Subs receive advance email notices of jobs for teachers/buildings in which they are “Favorites”.
 - Always do a complete and thorough job, leaving detailed notes for the teacher.
 - Volunteer in the office to help in any way possible.
 - Once you’ve established a relationship with a teacher or school, ask if he, she, or they would consider making you a preferred/favorite sub.
- The “Save and Assign” feature in Aesop allows certain personnel in schools to choose a specific sub and assign that sub to a job without the job ever “going public” to other subs.
 - If a teacher asks you to sub for them, be sure that the secretary/principal are aware of the arrangement and that you have been “Assigned” to the job. Once “Assigned”, make sure you receive a confirmation number for the absence. If you do not get “Assigned” and receive a confirmation number, there is a chance the absence will be available for the general sub pool to pick up.

Professional Code of Conduct

The Licensure Code of Professional Conduct for Ohio Educators outlines the standards of professional behavior expected of all individuals licensed by the State Board of Education, including substitute teachers.

This code serves as a guide for ethical conduct and outlines potential disciplinary actions when standards are not met. You can find detailed information about the nine principles of professional conduct by visiting: <https://sboe.ohio.gov/professional-conduct>.

Nine Principles of Professional Conduct:

1. Professional Behavior
2. Professional Relationships with Students
3. Accurate Reporting
4. Criminal Acts
5. Confidentiality
6. Use, Possession, or Unlawful Distribution of Alcohol, Drugs and Tobacco
7. Financial Management and Improper Compensation for Personal Gain
8. Commitment to Contract
9. Appropriate and Responsible Use of Technology

Professionalism in the Classroom

Always...

- ★ Follow the lesson/day plans carefully.
- ★ Work the full teacher day, even if you have no students.
- ★ Be positive in your interactions with students and staff.
- ★ Always treat the students with respect.
- ★ Leave a note for the teacher.
- ★ Leave the room/work area clean and neat. Return keys to the office.

Avoid...

- ★ Physical contact with students.
- ★ Breaking confidentiality.
- ★ Leaving the class unattended.
- ★ Critical remarks about the school, staff or students.
- ★ Using your cell phone during student's instructional time

Assignment Flexibility & Expectations

OSTS substitutes must remain flexible and responsive to the needs of the districts we serve. Please keep the following expectations in mind:

Assignment Changes

- Districts may request changes to your assignment—including building, classroom, or grade level—based on their daily needs.
- OSTS expects your full cooperation with these requests.

Duties & Planning Periods

- You are to work the full teacher workday, even if you have no students at the end of the day.
- If you're asked to supervise students during planning or conference periods, you are required to fulfill that responsibility.
- You are expected to complete all duties and additional tasks typically performed by the teacher you are covering for.

Commitment to Assignments

- Districts rely on your dependability.
- Frequent cancellations—especially with short notice—may lead to your removal from that district's substitute list

Notes of Importance About Assignments

Need Assistance?

Call our office at 216.446.6787 and speak with a Service Representative if you:

- Need to cancel an assignment
- Require help with assignments, including time adjustments
- Need support with your schedule
- Have questions about using Absence Management

If you are unable to reach someone, leave a detailed voicemail. The phone line is closely monitored, and a team member will follow up to assist you.

Late or Last-Minute Assignments

You may receive a late phone call or see a last-minute assignment online.

If this happens:

- Call the Service Center to verify that the assignment is still available.
- A Service Representative will contact the school on your behalf.
- Do not report to the school until you receive confirmation from our office.



Communication

Email is the most efficient way for our office to share important information with you. Below are examples of the type of emails you may receive.

Our staff will always include the topic in the subject line for easy reference. If a message is not relevant to you, kindly disregard.

Daily Emails from the OSTS Team

You will receive daily communication from our team. They may include:

- Assignment updates
- School closings
- Important announcements
- Guidance or reminders

Long-term and Building Substitute Opportunities

- You may receive emails regarding long-term or building sub opportunities in any of our partner districts.
- If you're interested in a position, even if you're not currently assigned to that district, please reach out.
- You may be added to that district if selected for the role.
- Final hiring decisions are made by the district.

Newsletters

- A quarterly newsletter is sent out to all subs with important information.
- Previous issues can be found on the OSTS website at www.OhioSTS.org.



Building Substitute Assignments

Details may vary depending on the district.

Primary Assignment:

- Building Substitutes are typically assigned to one specific building within a district.

Flexibility:

- You may occasionally be asked to report to a different building within the district based on staffing needs.

Schedule:

- Building Substitutes generally work a four (4) day work week.

Assignment Process:

- In some districts, you may be automatically assigned to a position.
- In others, you may report to the building and be placed where needed most that day.
- Some districts have OSTs assign you directly to a known vacancy.

Long Term Substitute Assignments

Details may vary by district. Always confirm with the district for specific expectations.

- Follow the full teacher schedule, including any assigned extra duties (e.g., lunch, recess, hallway supervision).
- Attend staff meetings as required.
- Participate in parent/guardian conferences, when applicable.
- Develop and implement lesson plans in alignment with the school and district curriculum, as needed.
- To ensure your account information remains accurate, please notify our office if you are:
 - Asked to extend your assignment
 - Offered a long-term assignment



Pre-School Substitute Requirements

Due to changes to the Ohio Revised Code, any Pre-K Teacher or Substitute teacher working in a Pre-K classroom must meet several requirements.

If you are interested in subbing in PreK classrooms, each substitute teacher must have on file:

- Current licensure
- Current FBI and BCI background checks
- Non-conviction Statement
- Medical Statement

The Non-conviction Statement and Medical Statement are available upon request at checkout.

Once completed, return a copy to OSTs for your file and retain a copy for yourself. You must have a hard copy or digital copy of the forms on your person while subbing in Pre-School classrooms.



Payroll Information

Employer of Record

- Your official employer of record is the Educational Service Center of Northeast Ohio (ESCNEO).
- All employment verification requests should be directed to the ESCNEO Payroll Office.

Employment Status

- Substitute teaching is not a full-time position, and as such, does not qualify for health insurance benefits.
- You are considered a part-time, as-needed employee.

Retirement Savings Option

- You may elect to contribute a portion of your substitute earnings to a 403(b) retirement plan.
- An approved vendor list and details on contribution limits are available through the ESCNEO Payroll Office.

Pay Schedule

- You will be paid according to the OSTS substitute pay schedule.
- Please refer to the pay schedule for specific dates and details.
- The Pay Schedule can be found on the OSTS website under the Substitute Resources tab. Updates will be posted here.

Electronic Payroll Process

- Assignment reports are pulled by Payroll to determine the number of days you have worked. No time sheets needed.
- Payroll is processed electronically via direct deposit into the account(s) of your choice.
- Your first paycheck will be a paper check while your direct deposit setup is processed.
- You will receive a direct deposit notice, but it may display an amount of \$0 for your first payroll cycle.
- For any payroll-related questions, please contact the ESCNEO Payroll Office.

Important Notice About Wage Stream

- Frontline has partnered with an app called Wage Stream, a third-party service that offers early access to earned wages. However, please note the following:
 - You are NOT required to use Wage Stream to receive your pay from the ESC of Northeast Ohio.
 - Wage Stream is a third-party vendor and may charge various fees for its services.
 - If you choose to use this app, you must provide your banking information directly to Frontline.
 - OSTS and ESCNEO do not endorse or manage this service. Use is completely voluntary.



State Teachers Retirement System (STRS) Information

State Teachers Retirement System (STRS) is the retirement to which educators in system Ohio must belong.

- You will NOT be paying into Social Security; thus, you will not receive retirement benefits from Social Security based on earnings from this job.
- You will contribute 14% of your pay, and the school system will contribute 14%.

Absence Management Administrator

As an OSTs substitute, your assignments will be coordinated and managed by the OSTs Service Center.

OSTS Service Center Hours

- Monday – Friday: 6:00 AM – 2:00 PM
- Sunday – Thursday: 4:00 PM – 8:00 PM
- Phone: 216.446.6787
- Voicemail is available 24/7

Phone Call Notifications

- Automated calls begin at 5:45 AM
- Live calls start at 6:00 AM
- Please answer the phone and accept or decline the job—even if you're unavailable. This helps the system find another substitute more quickly and keeps operations running smoothly.

Unavailable to Work?

- If you can't work on a specific day, be sure to mark it as a non-workday in Absence Management. This prevents you from receiving automated calls for that day.

Be Proactive!

- Most assignments are secured by substitutes who actively search for jobs in Absence Management (Frontline). Log in frequently and check for new openings!

Substitute Teacher Training

Website

Additional information regarding sub pay scale, online training, and the substitute handbook can be found on our website at www.OhioSTS.org. Visit often to stay up-to-date on changes within the OSTs.

PublicSchoolWorks (PSW) Training

Ohio Substitute Teacher Services prioritizes training of the substitute staff. All substitutes are required to complete training to meet both best practice standards and state training requirements.

Once your employment paperwork is processed, you will receive an email from PublicSchoolWorks (PSW) with instructions for accessing your required online training courses. We ask that you complete all courses within 30 days. These self-paced modules can be completed at your convenience — no need to finish them all at once.

You can find the PSW login link on the OSTs website at www.OhioSTS.org.

SubSkills Training

If you have been designated to take the SubSkills Online Training Course, you will have 45 days from the date of activation in Absence Management to complete.

The Subskills training course is required for new substitutes who meet any of the following criteria:

- Do not hold a degree in education (i.e., “non-educator” substitutes).
- Are licensed educators who have not taught in a K–12 classroom or completed student teaching in the last 5 years.
- Are retired educators who have been out of the classroom for over 5 years

The online platform allows the substitute teacher to complete the course at his/her own pace. Substitutes must complete an assessment at the end and are required to send it to our office as proof of completion.

Participants in the online class will have year-long access to the online training course and material that can be used in the classroom. Please use Ohio Substitute Teacher Services (OSTS) as your school district when registering for the SubSkills Course. The cost for the online course is \$39.95 paid directly to STEDI.



Additional Learning Opportunities

PublicSchoolWorks (PSW)

As a registered user of PSW, you are able to self-enroll in additional courses if you find topics of interest at no cost.

STEDI.ORG

In addition to the SubSkills Training Course, STEDI.ORG offers a few refresher training courses for substitute teachers or for those wanting/needing more support while in the classroom. Each course is three (3) hours in length and cost \$20.00 per course. Below is a brief summary of each.

- **Advanced Teaching Strategies Course** - This course is to help you feel more confident when presenting the permanent teacher's lesson plans. Often times substitute teachers will see "Just show the video" as their directions for the day. This course is to help make this a more engaging learning activity. Topics include Lesson Kickstarters, Brainstorming, Group Work Strategies, and many more.
- **Advanced Classroom Management Course** - This course is to help you feel more confident in every teaching assignment. We want you to feel as though you have a lot of tools in your tool belt for how to handle inappropriate student behavior. Topics include Five Skills for Effective Classroom Management, Acknowledging Appropriate Behavior, Smoothing Out Transitions and other helpful topics.
- **Advanced Special Education Course** - This course is to help you feel more confident in taking Special Education teaching assignments. Those substitute teachers who find themselves working a lot tend to get those extra jobs in the Special Education department. Example topics for this course include Knowing the Students and Meeting Their Needs, Getting Students on Task, and Positive Interactions.

John Carroll University (JCU)

Have you decided that teaching is for you? JCU has an accelerated and immersive teaching program that may be right for you. This Master level program is designed for those individuals with a Bachelor's degree who are aspiring to become a licensed teacher. Visit their website for more information.



Situational FAQs

To help make things easier, we've put together some quick tips and reminders based on questions we hear most often.

If you ever need more help or have questions, our Service Team is always here for you!

Questions	Response
<i>If you ever need more help or have questions, our Service Team is always here for you!</i>	Stay flexible and positive. Take the new assignment and ask for any details you need to get started. If you're unsure about anything, just ask.
<i>How should I handle requests to perform additional tasks such as lunch or bus duty?</i>	As an OSTS sub, you are responsible for working the full teacher workday including any additional tasks such as lunch duty, recess duty, bus duty, etc.
<i>What's the best approach when lesson plans are missing?</i>	Follow the usual classroom routines. Consult with school staff or the administrator for guidance. Engage students in appropriate, constructive activities. Visit the OSTS Sub Portal for supplemental activities.
<i>How should I respond when asked to work in an area outside my comfort zone?</i>	Approach the assignment with professionalism and a willingness to learn. If you feel uncertain, promptly seek guidance or support from supervisors. Embracing new challenges contributes to your professional growth.
<i>When there's a conflict with a staff member in the classroom?</i>	While focusing on clear communication, stay calm and respectful. Try to listen and understand their perspective while calmly expressing your own.
<i>What are some ways to cope when I'm feeling overwhelmed?</i>	Try taking slow, deep breaths to calm yourself. Break your tasks into smaller, manageable pieces and tackle them one at a time. Don't hesitate to ask for help or guidance when you need it.
<i>What should I do if I feel a staff member is treating me unfairly?</i>	Stay calm and professional in your interactions. If the situation continues or significantly affects your work, reach out to the building administrator to discuss your concerns. It's important to address the issue through the proper channels to ensure a respectable and productive work environment.
<i>What should I do if I'm expecting an important phone call during my assignment?</i>	If you know ahead of time you'll need to take a call during class, notify the school administrator and, if possible, the classroom teacher. Make arrangements to step out of the room so the class remains supervised. Personal calls should only be taken when absolutely necessary and handled in a way that doesn't disrupt the learning environment.

Questions	Response
<i>What should I do if I know a student's family and notice misbehavior, bullying, or academic concerns?</i>	Even if you know the family personally, it's important to maintain professional boundaries. Do not reach out to the family directly. Instead, report any concerns to the appropriate school staff or administrator. They will handle communication with the family according to school policy and privacy guidelines.
<i>Can I take pictures of students during an activity?</i>	Taking photos, videos, or posting on social media in any form is strictly prohibited.
<i>What's the best way to respond when students inquire about my opinions on political, cultural, or religious issues?</i>	Politely remind them that your role is to focus on the lesson and support their learning. Maintain neutrality and avoid sharing personal opinions on these topics.
<i>What's the procedure if I can't be there for an assignment?</i>	If you're unable to attend an assignment, please notify OSTs as soon as possible by calling the main office at 216.446.6787. This allows the team to find coverage and keep the school running smoothly. Prompt communication helps everyone involved and shows professionalism.
<i>What's the proper procedure when I need to leave the classroom briefly? (bathroom break, emergency call, etc.)?</i>	If you need to leave the classroom briefly (for a bathroom break, emergency call, etc.), always ensure the students remain supervised. Contact an administrator to arrange for coverage before stepping out. Never leave the classroom unattended.
<i>How should I respond to a surprise emergency drill?</i>	Remain calm and follow the school's emergency procedures as outlined in their safety plan. Make sure all students are accounted for and follow the drill instructions carefully. Reviewing emergency procedures at the start of your assignment will help you feel confident and prepared.
<i>What should I do if students are physically fighting and won't stop?</i>	If the students don't stop after verbal directions, immediately contact an administrator or district staff for help. Do not try to physically intervene, as this can put you at risk of liability and suspension while the incident is investigated.

Licensure FAQs

General Rules

- Substitute teachers must hold a valid teaching or substitute license (certificate) from the State Board of Education (SBOE).
- Generally, substitute teachers can accept assignments in **any** grade level or subject area PreK-12.
- No substitute will be permitted to work until a copy of his/her license is on file with OSTs.
- Applications and payment for licenses are processed electronically on the SBOE website.
- Each spring, you will be notified via email if you need to renew the license under which you are employed with the OSTs. However, it is your responsibility to keep track of your license and FBI expiration dates.
- Choose the ESC of Northeast Ohio ([IRN #046532](#)) as the “approver” on your licenses in the future.
- Only choose the teaching field(s) that best matches the degree(s) you earned and that you will be providing transcripts for. The SBOE will make the final decision and issue your license accordingly.
 - If you choose the “General Substitute”, SBOE will issue a General Substitute Sub License and not add any teaching fields.

New Substitute Teaching License (1 Year or 5 Year)

- Applicants will select teaching field(s) based on the post-secondary degree(s) they hold.

Post-secondary degree in Education:

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

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

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



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

- Issued with a teaching field of "General Substitute Teaching" and the limitation "Requires board approval for extended assignments."
- Valid for daily substitute teaching (e.g., a different class each day) in any subject or grade level.
- Valid for teaching up to one semester in a specific class at any grade level with local board approval.
- For individuals who are limited to one semester in a specific class, the local board of education may approve additional subsequent semesters in the same class.

Career-Tech Workforce Development (CTWD)

- The district e-signer must electronically approve the online application to verify that you have the necessary skills and/or education to serve in the teaching field requested.
- Be sure to indicate in the application which Ohio school district or career center your application is to go to for electronic approval.

Temporary Substitute Teaching License

Districts utilizing non-bachelor substitutes must sign off on their license. The issued license will only be valid for the signing district. If you wish to work in more than one district, you will need a separate license for each one.

Renewal of a Temporary Substitute Teaching License

A one-year temporary substitute teaching license may be renewed upon the request and recommendation of an employing superintendent of a city, local, exempted village, or joint vocational school district, educational service center, or the governing authority of a chartered nonpublic school or community school upon verification by the employing superintendent that the holder of a temporary substitute teaching license:

- Is currently enrolled in a post-secondary program necessary to qualify for a substitute teaching license issued under section 3319.226 of the Revised Code; or
- Has completed 0.8 continuing education units (eight contact hours) or other equivalent activities related to classroom teaching as approved by the employing school or school district.
 - Any pre-service training requirements required by the employing school or district prior to beginning substitute teaching may be applied towards the applicant's first renewal.
 - The training required for each renewal must lead to new pedagogical knowledge or knowledge in a content area for which the educator is serving as a substitute teacher.



Background Checks FAQs

How Does OSTS Receive Your Background Checks?

- For transfer subs working in districts which are moving to OSTS for substitute management, we can accept BCI and FBI on file as long as your FBI is within the five (5) year rule.
- New candidates may be able to obtain copies from another former/current employer to give to us as long as they are within the past 365 days.
- New checks can be done at any WebCheck site. We recommend an ESC (Medina, Lorain, or Cuyahoga) or another educational institution, but others can be located on the Ohio Attorney General's website at:
<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

How Much Does a Background Check Cost?

- Costs will vary by agency but should be about \$30 per type of background check done if you use an ESC to complete them.
- Printing agency must send a copy electronically to via Webcheck to SBOE. Be sure to obtain a copy for your records.
- **Important:** Be sure the agency you use inputs the correct “Reason Code”. OSTS cannot accept background checks completed for reasons other than teaching (#3319.291) (For “School Employees/Licensure with Ohio Department of Education”).

How Often Will I Have to Get a New Background Check?

- BCII (Ohio) – Does not need to be renewed unless you move out of state or begin a job with a new employer.
- FBI (Federal) – Once every five years.
- The ESCNEO will send notices in the spring of each year via email to substitutes who need to renew their FBI background checks.
- Whenever you have a background check done (BCII &/or FBI), be sure to obtain a copy for your records.
- Printing agencies cannot retrieve background checks beyond a year after they are done.
- Printing agencies cannot forward your checks to other employers or agencies. Only you can give your check results to others.



2026 - 2027

Ohio Substitute Teacher Services Pay Schedule

Pay Period	Day of the week Paid	Pay Dates (2 Pay Days Per Month)	Notes
1st day school - August 21, 2026	Friday	9/04/2026	
August 24- September 4, 2026	Friday	9/18/2026	
September 7 - September 18, 2026	Friday	10/02/2026	
September 21 - October 2, 2026	Friday	10/16/2026	
October 5 - October 23, 2026	Friday	11/06/2026	***3 weeks between paychecks ***3 weeks of assignments paid
October 26 - November 6, 2026	Friday	11/20/2026	
November 9 - November 20, 2026	Friday	12/04/2026	
November 23 - December 4, 2026	Friday	12/18/2026	
December 7 - December 25, 2026	Friday	1/08/2027	***3 weeks between paychecks
December 28- January 8, 2027	Friday	1/22/2027	
January 11 - January 22, 2027	Friday	2/05/2027	
January 25 - February 5, 2027	Friday	2/19/2027	
February 8- February 19, 2027	Friday	3/05/2027	
February 22 - March 5, 2027	Friday	3/19/2027	
March 8 - March 19, 2027	Friday	4/02/2027	
March 22 - April 2, 2027	Friday	4/16/2027	
April 5 - April 23, 2027	Friday	5/07/2027	***3 weeks between paychecks ***3 weeks of assignments paid
April 26 - May 7, 2027	Friday	5/21/2027	
May 10 - May 21, 2027	Friday	6/04/2027	
May 24 - June 4 or last day of school	Thursday*	6/17/2027	

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***** 3 weeks between pays and/or 3 week pay period**



Payroll Questions? Please contact:

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2026 - 2027

Ohio Substitute Teacher Services Pay Schedule

Cuyahoga County

Bay Village City Schools	\$125 Per Day; \$135 after 20 days, accumulative
Beachwood City Schools	\$125 Per Day (1-20), \$135 Per Day (21-40), \$145 Per Day (41+ days)
Bedford City Schools	\$150 Per Day
Berea City Schools	\$120 Per Day
Brooklyn City Schools	\$160 Per Day; \$120 Certified Classroom Assistant
Fairview Park City Schools	\$120 Per Day (1-20), \$125 Per Day (21-40), \$130 Per Day (40+ days)
GALA (Global Ambassadors Language Academy)	\$160 Per Day
Garfield City Schools	\$145 Per Day
Independence City Schools	\$135 Per Day
Lakewood City Schools	\$142 Per Day, \$147 Lakewood Retired Teacher
Maple Heights City Schools	\$150 Per Day
Mayfield City Schools	\$125 Per Day (1-20); \$135 Per Day (21-40); \$145 Per Day (41+ days)
Orange City Schools	\$135 Per Day (1-20); \$140 Per Day (21+ days), accumulative
Parma City Schools	\$150 Per Day \$170 - LT Consecutive/Same Days 31+
Rocky River City Schools	\$135 Per Day (1-10), \$140 Per Day (1-10) Retired RR Teacher
Shaker Heights City Schools	\$140 Per Day
South Euclid Lyndhurst City Schools	\$150 Per Day
Stepstone Academy	\$150 Per Day
Warrensville Heights	\$150 Per Day (1-10); \$175 Per Day (11+ days) , accumulative
Westlake City Schools	\$120 Per Day

Geauga County

Kenston Local Schools	\$140 Per Day
Chardon Local Schools	\$140 Per Day

Lake County

Riverside Local Schools	\$150 Per Day
Wickliffe City Schools	\$150 Per Day (1-45), \$165 Per Day (46+ days),

Lorain County

Avon Lake City Schools	\$130 Per Day
Clearview Local Schools	\$150 Per Day
Firelands Local Schools	\$145 Per Day
Lorain City Schools	\$165 Per Day
Early Learning Center, Lorain County	\$140 Per Day
Midview Local School District	\$125 Per Day
North Ridgeville City Schools	\$125 Per Day
Sheffield-Sheffield Lake	\$140 Per Day
Vermilion Local Schools	\$150 Per Day

Medina County

Black River Local Schools	\$125 Per Day, \$135 Per Day (26+ days); \$130 Per Day BR Retired Teacher (1-25), \$140 Per Day (26+)
Brunswick City Schools	\$125 Per Day