



Substitute Teacher Reference Guide

Revised 10.30.2024

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OSTS Substitute Teacher Quick Contact Guide

6393 Oak Tree Blvd, South
Independence, OH 44131

www.OhioSTS.org

216.446.6787

Fax: 216.236.0801

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:

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

Contact:

OSTS Service Team Members

Phone: 216.446.OSTS (6787)

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:

Payroll:

Loren Cross

Phone: 216.525.2517

Email: loren.cross@escneo.org

Leslie DeDauw

Phone: 216.525.2518

Email: leslie.dedauw@escneo.org

Robin Thomas

Phone: 216.901.4254

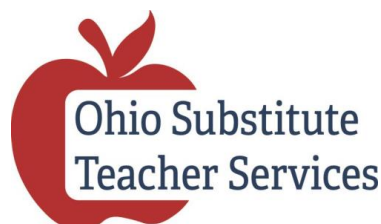
Email: robin.thomas@escneo.org

Human Resources

Steve Rogaski

Phone: 216.524.3000

Email: steve.rogaski@escneo.org





PublicSchoolWorks (PSW)

**Please note: You will not receive the link to PSW until your file is complete.
Do not attempt to complete before you receive your link.**

What is PublicSchoolWorks?

- Required online training.
- Based on ORC, ODEW, ODH, and OSHA requirements or recommendations
- Must be completed within 30 days of initial employment.
- Some will be repeated periodically over time.
- Different trainings may be required by different districts.

How Does PSW Work?

- Substitutes receive a PIN and password via an email with “WORKS” in the subject line. Watch for this email.
- Log in and complete the various required courses.
- Completion time will vary but may take as long as 5-7 hours total.
- Courses do not all need to be completed in one session. Log in and out at your convenience.
- Generate a transcript showing completed work.
- Send your transcript of completion to the OSTS Service Department via fax, email, or US Mail.

PSW Courses:

- Bloodborne Pathogens
- Hazard Communication
- Module 1: Preventing Child Abuse & Human Trafficking
- Module 2: Depression and Self-Destructive Behavior
- Module 3: School Violence
- Module 4: Substance Abuse Prevention
- Module 5: Positive Youth Development
- Slips, Trips & Falls
- Sexual Harassment
- Active Shooter
- Tip Sheets
- Cultural Sensitivity in the Workplace
- Implicit Bias and Cultural Responsiveness for Educators
- COVID-19: How to Protect Yourself and Others
- Other courses unique to various districts

OSTS Substitute Teacher Training Guide

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. Each position type is required to complete training to meet both best practice standards and state training requirements. Once your pre-employment has been completed and you are added to our system, you will be emailed information from PublicSchoolWorks (PSW), our training resource, with information on required online courses that you will have a period of time to complete.

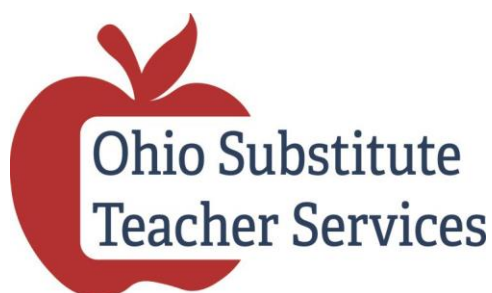
If you are unable to complete the training within the time period provided, we will not be able to continue to contact you for an assignment. A link to PSW is found on the OSTs website, www.OhioSTS.org.

Substitute Teacher 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 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.





Licensure

General Rules

- Substitute teachers must hold a valid teaching or substitute license (certificate) from the Ohio Department of Education.
- Generally, substitute teachers can accept assignments in any grade level or subject area K-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 now processed electronically on the ODEW web site.
- Copies of licenses are no longer mailed. You must print a copy from the ODEW web site for your own use.
- Each spring, you will be notified via email if you need to renew the license under which you are employed with the OSTs.
- Choose the ESC of Northeast Ohio ([IRN #046532](#)) as the “approver” on your licenses in the future.

License Length: How many years is the license valid?

- A one-year license is good for one year and costs \$25
- A five-year license is good for five years and costs \$125

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.

Please Note:

Only choose the teaching field(s) that best match the degree(s) you earned and that you will be providing transcripts for. The Ohio Department of Education & Workforce (ODEW) will make the final decision and issue your license accordingly.

If you choose the "General Substitute", ODEW will issue a General Substitute Sub License and not add any teaching fields.

SUBSTITUTE LICENSURE TEACHING FIELDS AND CODES:

- | | |
|---|--|
| ✓ AgriScience (010100) | ✓ Integrated Mathematics (132010) |
| ✓ American Sign Language - ASL (050090) | ✓ Integrated Science (050145) |
| ✓ Arabic (060101) | ✓ Integrated Social Studies (150004) |
| ✓ Chinese (060102) | ✓ Italian (060245) |
| ✓ Computer Information Science (111780) | ✓ Japanese (060250) |
| ✓ Dance (080302) | ✓ Latin (060107) |
| ✓ Drama/Theater (050338) | ✓ Library/Media (050675) |
| ✓ Education Degree - Unlimited (999371) | ✓ Marketing (040800) |
| ✓ Family and Consumer Science (090120) | ✓ Music (120050) |
| ✓ French (060230) | ✓ Physical Education (080305) |
| ✓ General Substitute (999370) | ✓ Russian (060625) |
| ✓ German (060235) | ✓ Spanish (060265) |
| ✓ Greek (060150) | ✓ Swahili (060225) |
| ✓ Health (080115) | ✓ Teaching English to Speakers of Other Languages – TESOL (050250) |
| ✓ Hebrew (060135) | ✓ Technology Education (160610) |
| ✓ Integrated Business (140550) | ✓ Visual Art (020012) |
| ✓ Integrated Language Arts (050145) | |

Background Checks FAQs

How Does OSTS Receive Your Background Checks?

- For transfer subs working in districts which are moving to OSTS for substitute management, those that were on file with your current employer may have been forwarded to us, or you may be able to obtain copies from that employer who is switching to our program.
- You may be able to obtain copies from another former/current employer to give to us.
- 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.
- 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.



Professional Responsibilities

Remember to...

- Arrive at least 20-30 minutes before your start time. (Start time is the start time for the teacher day).
- Sign in at the Main Office and receive instructions, keys, etc.
- Go to your assigned area/classroom.
- Read lesson plans and/or duties for the day, make copies if needed (You may have to request access to copy machines).
- Introduce yourself to the teachers in neighboring rooms.
- Stand in the hallway at the door and greet students as they come into the classroom.

During the Day...

- Start work as soon as the bell rings.
- Engage the students from bell to bell.
- Be positive in your interactions with students and staff.
- Avoid remarks that are critical of the schools.
- Follow lesson/day plans carefully.
- Do not show a movie or use SMART Board or other technology unless directed to do so.

Additionally...

- Always treat the students with respect, do not react to negative attitudes.
- For your protection and theirs, never physically touch a student.
- Only release the students when the bell rings, never early.
- NEVER leave the class unattended!
- Always move around the room. Proximity is a good classroom management technique.

At the End of the Day...

- Leave the room/work area clean & neat.
- Write a note to the teacher.
 - Thank them for your opportunity to sub for them.
 - Provide detailed notes about the events of the day.
 - Keep copies of your notes as an anecdotal record of your experiences.
 - Encourage teachers to contact you with questions and, importantly, for future substituting opportunities in their classroom.
- Lock the door, take your keys to the office and sign out.

Additional Notes of Importance...

- You are responsible for working the full teacher day. Be sure to arrange childcare and other responsibilities accordingly and always ask permission to leave sooner than the teachers' dismissal time.
- You are required to work as assigned and to do the duties and extra assignments typically done by the teacher for whom you are substituting, including but not limited to bus duty, arrival/dismissal duties, recess duty, cafeteria supervision, hallway/restroom supervision, etc.
- Districts can and will ask substitutes to change assignments, buildings, grade levels based on their needs. It is OSTs' expectation that you will cooperate with the request. Refusal to make changes may result in the dismissal of your services for the day and/or exclusion from the building.
 - If you are dismissed prior to the beginning of your assignment, you will not be compensated for your time.
 - If you are dismissed after the start of the workday, you will be compensated accordingly (based on time worked).
- If you are asked to perform supervisory duties (of students) during a planning and/or conference time, it is required that you comply with the request unless your current assignment necessitates that you spend the time completing tasks such as copying materials left by the regular teacher, designing plans because none were left by the regular teacher, or completing other tasks directly related to the completion of that day's assignment. In such cases, clear explanation must be made to the administrator who is requesting that you work during the planning and/or conference time. In all cases, the decision of the administrator or designee making the request is to be followed.

A Final Reminder: Confidentiality

- What you read, observe, or hear during work hours regarding either students or staff, by federal law, cannot be shared with persons outside of the school.
- If you are unclear as to whether certain information is confidential, treat it as confidential.

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.



OSTS Tips for Success...

- ★ FOLLOW lesson/day plans carefully.
- ★ You are responsible for working the FULL teacher day.
- ★ 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 & NEAT. Return keys to the office.
- ★ For your protection and theirs, NEVER physically touch a student.
- ★ ALWAYS keep confidentiality.
- ★ NEVER leave the class unattended!
- ★ AVOID critical remarks about the school, staff or students.
- ★ REFRAIN from eating at the teacher's desk.
- ★ Cell phone usage is NOT permitted during student's instructional time.

Notes of Importance About Assignments...

OSTS Service Center hours: Monday through Friday:

6:00 am to 4:00 pm

Phone Number: 216.446.6787 Voicemail 24/7

Call our office at 216.446.6787 and speak to a Service Representative for assistance:

- If you need to cancel an assignment
- If you require help with assignments, including time adjustments.
- If you need help with your schedule
- For general use of Absence Management

If you are unable to reach a representative, leave a detailed message and someone will take care of your need. The phone line is closely monitored.

You may receive a late phone call or see a last-minute assignment online; call the Service Center to verify the assignment is still available. A Service Rep will call the school on your behalf to let them know you are available. Please do not show up at the school until you receive verification from our office.



Payroll Information...

- ❖ The Educational Service Center of Northeast Ohio will serve as your employer of record. Direct employment verifications to the ESCNEO Payroll Office.
- ❖ Substitute teaching is not a full-time position and therefore, does not qualify for health benefits.
- ❖ A portion of substitute earnings may be contributed to a 403 B plan. An approved vendor list and information on allowable percentages is available from Payroll (ESCNEO).
- ❖ You will be paid according to the OSTs pay schedule. Please note the pay schedule handout.
- ❖ Payroll is done electronically via direct deposit into an account(s) of your choice. Your 1st paycheck will be a paper check. You will receive a direct deposit notice, but it will show an amount of zero.
- ❖ Contact the Payroll Office with any payroll questions.
- ❖ **IMPORTANT INFORMATION:** Frontline has partnered with the app Wage Stream. You do not need to use this app to be paid by the ESC of Northeast Ohio. Wage Stream is a third-party vendor and charge various fees. You will need to provide your banking information to Frontline to participate. We do not endorse using this product.

STRS...

- ❖ 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%.



2024 - 2025

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 23, 2024	Friday	09/06/2024	
August 26- September 6, 2024	Friday	9/20/2024	
September 9 - September 20, 2024	Friday	10/04/2024	
September 23 - October 4, 2024	Friday	10/18/2024	
October 7 - October 25, 2024	Friday	11/08/2024	***3 weeks between paychecks ***3 weeks of assignments paid
October 28 - November 8, 2024	Friday	11/22/2024	
November 11 - November 22, 2024	Friday	12/06/2024	
November 25 - December 6, 2024	Friday	12/20/2025	
December 9 - December 27, 2024	Friday	01/10/2025	***3 weeks between paychecks ***3 weeks of assignments paid
December 30 - January 10, 2025	Friday	1/24/2025	varies due to holiday
January 13 - January 24, 2025	Friday	7/2/2025	
January 27 - February 7, 2025	Friday	2/21/2025	
February 10- February 21, 2025	Friday	03/07/2025	
February 24 - March 7, 2025	Friday	3/21/2025	
March 10 - March 21, 2025	Friday	04/04/2025	
March 24 - April 4, 2025	Friday	4/18/2025	
April 7 - April 18, 2025	Friday	05/02/2025	
April 21 - May 9, 2025	Friday	5/23/2025	***3 weeks between paychecks ***3 weeks of assignments paid
May 12 - May 23, 2024	Friday	06/06/2025	
May 26 - June 6 or last day of school	Friday	6/20/2025	depends on last day of school

Revised 5/28/2024

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



Payroll Questions? Please contact:

payroll@OhioSTS.org

Fax Number 216-236-0801

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loren.cross@escneo.org

Leslie DeDauw 216-525-2518

leslie.dedauw@escneo.org

Robin Thomas 216-901-4254

robin.thomas@escneo.org

Rhonda Schultz 216-524-3000 x 4265

rhonda.schultz@escneo.org

2024 - 2025

Ohio Substitute Teacher Services Pay Schedule

Cuyahoga County

Bay Village City Schools	\$120 Per Day; \$130 after 20 days, accumulative
Beachwood City Schools	\$125 Per Day (1-20), \$135 Per Day (21-40), \$145 Per Day (41+)
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 (1-20), \$125 (21-40), \$130 (40+) Per Day
GALA (Global Ambassadors Language Academy)	\$150 Per Day
Garfield City Schools	\$145 Per Day
Lakewood City Schools	\$135 Per Day, \$140 Lakewood Retired Teacher
Maple Heights City Schools	\$150 Per Day
Mayfield City Schools	\$110 Per Day (1-20); \$120 (21-40 Per Day); \$130 (41+) Per Day
Orange City Schools	\$135 Per Day (1-20); \$140 Per Day (21+), accumulative
Parma City Schools	\$150 Per Day
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	\$140 Per Day
Stepstone Academy	\$150 Per Day
Warrensville Heights	\$150 Per Day (1-10); \$175 (11+ Days) , accumulative
Westlake City Schools	\$120 Per Day

Lake County

Riverside Local Schools	\$150 Per Day
Wickliffe City Schools	\$135 Per Day (1-45), \$150 Per Day (46+ days), accumulative

Lorain County

Avon Lake City Schools	\$120 Per Day
Clearview Local Schools	\$150 Per Day
Firelands Local Schools	\$130 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	\$95 Per Day, \$105 26+ Days; \$100 Per Day BR Retired Teacher, \$110 26 + days
Brunswick City Schools	\$120 Per Day