



# *Substitute Teacher Packet*

Thank you for your interest in helping us provide the best possible educational opportunities for students in Madison and Champaign Counties.

Please complete and return all forms to our office:

## ***Madison-Champaign ESC***

***2200 S. US Hwy 68  
Urbana, OH 43078  
Attn: Ashley Carey***

Phone: 937-484-1557

Fax: 937-652-2221

[ashley.carey@mccesc.org](mailto:ashley.carey@mccesc.org)

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

# Substitute Services for Madison-Champaign ESC

## Requirements to become a Substitute Teacher:

### I. A completed substitute teaching packet-

This packet is located online at [www.mccesc.org](http://www.mccesc.org) under *Employment Opportunities*, then *Substitute*. The packet must be completed and returned to Ashley Carey.

### II. College Transcripts

(Does not need to be official, a copy will suffice.)

### III. Current background checks-

Current is: BCI and FBI completed *within the last year of application*. Both background checks must have been *completed under codes 3319 39B3 (BCI) and Public School District or Chartered Nonpublic School Employees (FBI)*. You must mail a copy to the Madison Champaign Educational Service Center and have a direct copy sent to the Ohio Dept. of Education. If you have had a background check completed and can obtain copies that meet the above requirements, we can accept those copies. If you have not had a background check completed, we do offer that service here to you at the ESC, **by appointment only**. Background checks are \$30.00 each; we accept cash, check, credit and debit.

### IV. Current teaching license-

If you do not have a teaching license, one can be obtained through Ohio Department of Education's website via a SAFE account- instructions are located in this packet.

*Please note: you are applying for a substitute teacher position for the Madison-Champaign ESC. Our agency places our substitutes within our ESC Classes in Madison, Champaign, Clark and Logan Counties, as well as within the schools listed on the following page. Urbana City Schools in Champaign County and Jonathan Alder in Madison County do not use our sub list; you will need to reach out to these districts if you desire to be placed on their sublist.*

***I have read and understand the above requirements***

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Applicant's Signature / Date

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

Please circle the building(s) in which you wish to sub.

**Champaign County**

Graham Local

High School  
Middle School  
Elementary  
Preschool

Mechanicsburg

High School  
Middle School  
ESC Middle School MD Class  
Elementary  
ESC Preschool

Triad

High School  
ESC High School MD Class  
Middle School  
Elementary  
ESC Elementary MD Classes  
ESC Preschool

West Liberty-Salem

High School  
Middle School  
ESC Middle School MD Class  
Elementary  
ESC Preschool

Champaign County Alternative School (Bellefontaine)  
ESC Preschool at Urbana PK-8 Building  
ESC Elementary MD Class at Urbana PK-8 Building  
ESC Jr. High MD Class at Urbana PK-8 Building  
ESC High School MD Class at Urbana PK-8 Building  
LIFE Transition Classroom- ages 18-21 (MCESC Building in Urbana)  
London Elementary MD  
London High school ED  
Mac-A-Cheek Learning Center- ED Classes (Bellefontaine)  
Mac-A-Cheek South ED(London)  
Mac Central- ED Classes at the MCESC in Urbana  
Structured Classrooms for Autism (Bodey Circle, Urbana)

**Madison County**

Jefferson Local

High School  
Middle School  
Elementary School  
Norwood Preschool

London City Schools

High School  
Middle School  
Elementary School  
ESC ED Classes (Mac South)  
London Elementary MD  
London High school ED

Madison Plains

High School  
Middle School  
Intermediate  
Elementary School

Madison County Board of DD

Fairhaven Preschool

Note:

MD- Students have Multiple Disabilities

ED- Students have Emotional Disabilities

Employment Application for Licensed Positions

8/2016

Madison-Champaign Educational Service Center

Districts Served:

- Graham Local
- Jefferson Local
- Jonathan Alder Local
- London City Schools
- Mac-A-Cheek Learning Center



- Madison-Plains Local
- Mechanicsburg EV Schools
- Triad Local
- Urbana City Schools
- West Liberty-Salem Local



[www.mccesc.org](http://www.mccesc.org)

Phone: (937) 484-1557  
Fax: (937) 652-2221

Dr. Daniel R. Kaffenbarger, Superintendent  
2200 S. US Highway 68, Urbana OH 43078

Please print or type clearly; incomplete or illegible application will not be processed.  
Please answer all appropriate questions completely and to the best of your ability.

Date: \_\_\_\_\_ Last 4 Digits of Social Security # \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle*

Present Address: \_\_\_\_\_  
*Street/Road Apt. No. City/State Zip Telephone E-mail*

Permanent Address: \_\_\_\_\_  
*Street/Road Apt. No. City/State Zip Telephone E-mail*

Position(s) applying for in order of preference: \_\_\_\_\_  
\_\_\_\_\_ Full Time Teaching Only  
Part Time Teaching Only  
Substitute Teaching  
*(Circle all that apply)*

Indicate Certification/Licensure you hold, or will hold by July 31<sup>st</sup>.  
A. If you have been issued a certificate/license in the state of Ohio, please submit a photocopy.

License Information

Type	Status	Endorsement	State	Expires	Certification/Licensure#

B. For SLP, OT, PT, COTA, PTA: Board License # \_\_\_\_\_ & Expiration Date \_\_\_\_\_

## Professional Experience ♦ List last position first.

If you have less than three years of experience, please include student teaching experience and indicate with an asterisk (\*) Do not include Substitute Teaching.

School District/Organization Name and Address:	Position Held: Grade and or Subject Taught (Specify)	Dates of Employment From: To:	Supervisor's Name, Position, Present Phone #, and E-Mail	Total Years	Extra Duties (i.e. curriculum com., tech.com.)

Total Number of Years of Public School Experience \_\_\_\_\_ Non-Public \_\_\_\_\_ Total →→

## References

Please list below the names and addresses of five persons who can speak of your professional competency and character. Include at least three names of former superintendents, principals and/or supervisors for whom you taught or teach.

Name	Position:
Street Address, City, State, Zip Code	E-mail: Phone: Home: ( ) Business: ( )
Name	Position:
Street Address, City, State, Zip Code	E-mail: Phone: Home: ( ) Business: ( )
Name	Position:
Street Address, City, State, Zip Code	E-mail: Phone: Home: ( ) Business: ( )
Name	Position:
Street Address, City, State, Zip Code	E-mail: Phone: Home: ( ) Business: ( )
Name	Position:
Street Address, City, State, Zip Code	E-mail: Phone: Home: ( ) Business: ( )

Do we have permission to contact the above named person(s)? \_\_\_\_\_ Yes . No \_\_\_\_\_ Initials

Do we have your permission to contact your current employer? \_\_\_\_\_ Yes . No \_\_\_\_\_ Initials

Education (If you have not yet graduated, please list degree and date anticipated)

	School/ Location	Major/Minor	Degree
High School Attended			
Colleges/ Universities			

### Other Employment Experience

Dates	Employer	Address	Position	Extra Duties

### Professional Involvement

Organization	Involvement (conferences, articles, leadership, position—please include dates)

Are you involved in any organization outside your profession? \_\_\_\_ Yes \_\_\_\_ No

If yes, have you held or do you hold any leadership position? \_\_\_\_ Yes \_\_\_\_ No

Military Service:

List dates, branch and nature of military service

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**Note: Please read and be aware of information below regarding unemployable offenses and rehabilitation criteria.**

**What are unemployable offenses? What does unemployable mean?**

ORC 3319.39 says that no board of education of a school district, no governing board of an educational service center, and no governing authority of a chartered nonpublic school shall employ a person as a person responsible for the care, custody or control of a child if the person has previously been convicted of or pleaded guilty to any of the offenses listed, unless the person has been rehabilitated pursuant to rules adopted by the Ohio Department of Education.

**What is rehabilitation criteria?**

If an educator or applicant for initial licensure has been convicted of one of the below listed offenses that is not an absolute bar offense listed in ORC 3319.31(C), they have to prove that they are rehabilitated pursuant to OAC 3301-20-01 in order to obtain or retain a license.

**CRIMINAL OFFENSES LISTED IN OHIO REVISED CODE 3319.39 (“UNEMPLOYABLE OFFENSES”)**

**Homicide and Assault**

- 2903.01 Aggravated murder
- 2903.02 Murder
- 2903.03 Voluntary manslaughter
- 2903.04 Involuntary manslaughter
- 2903.11 Felonious assault
- 2903.12 Aggravated assault
- 2903.13 Assault
- 2903.16 Not providing for impaired person
- 2903.21 Aggravated menacing
- 2903.34 Patient abuse; neglect

**Kidnapping and Extortion**

- 2905.01 Kidnapping
- 2905.02 Abduction
- 2905.05 Criminal child enticement

**Sex Offenses**

- 2907.02 Rape
- 2907.03 Sexual battery
- 2907.04 Unlawful sexual conduct with a minor
- 2907.05 Gross sexual imposition
- 2907.06 Sexual imposition
- 2907.07 Importuning
- 2907.08 Voyeurism
- 2907.09 Public indecency
- 2907.21 Compelling prostitution
- 2907.22 Promoting prostitution
- 2907.23 Procuring
- 2907.25 Prostitution
- 2907.31 Disseminating matter harmful to a juvenile
- 2907.32 Pandering obscenity
- 2907.321 Pandering obscenity involving a minor
- 2907.322 Pandering sexually oriented matter involving a minor
- 2907.323 Illegal use of a minor in nudity-oriented material of performance

**Robbery, Burglary, Trespassing & Safecracking**

- 2911.01 Aggravated robbery
- 2911.02 Robbery
- 2911.11 Aggravated burglary
- 2911.12 Burglary

**Crimes Against Family**

- 2919.12 Unlawful abortion
- 2919.22 Endangering children
- 2919.24 Contributing to unruliness or delinquency of a child
- 2919.25 Domestic violence

**Conspiracy, Attempt & Complicity; Weapons Control; Corrupt**

- 2923.12 Carrying concealed weapons
- 2923.13 Having weapon while under disability
- 2923.161 Improperly discharging firearm at or in habitation; school related offenses

**Drug Offenses**

- 2925.02 Corrupting another with drugs
- 2925.03 Trafficking in drugs
- 2925.04 Illegal manufacture of drugs or cultivation of marijuana
- 2925.05 Funding of drug or marijuana trafficking
- 2925.06 Illegal administration or distribution of anabolic steroids
- 2925.11 Possession of drugs – any violation that is not a minor drug possession offense

**Labeling of Hazardous Substances**

- 3716.11 Placing harmful objects in food/confection

**Former Criminal Statutes (pre 7/01/1996)**

- 2905.04 Child stealing (before 7/01/1996)
- 2919.23 Interference of custody (if a violation of this statute would have been a violation of section 2905.04 as it existed prior to 7/01/1996 had the violation been committed prior to that date)
- 2907.12 Felonious sexual penetration (former section)

**REFERENCE TO RC 3319.31**

I have read the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



QUESTION FOR APPLICANT

(1) Have you ever been subject to an investigation or a child abuse conducted by a Children's Services agency or a law enforcement agency? \_\_\_\_\_ YES \_\_\_\_\_ NO

If "YES", please give details below and indicate the results of the investigation:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

It is understood and agreed that Madison-Champaign Educational Service Center may contact former employer(s) for verification of my employment history and the Bureau of Criminal Identification and Investigation (BFBI) for a background check and I hereby consent to such inquiries.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand that if I am employed prior to the receipt of the verification of my work experience, my continued employment will be conditioned on satisfactory work experience as verified by contacts with former employers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I promise that the information contained in this application and in my resume is true and complete, and I understand that if it is not, I may be eliminated from consideration for this job. If, after being hired, falsehoods or omissions are discovered in my application or resume, I understand that my employment may be terminated. By affixing my signature, I agree to the condition listed on this application and will, if employed, immediately tender my resignation of employment should I fail to fulfill these conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have the legal right to work in the United States and will submit the appropriate documentation upon the time of hire.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand that my employment will be subject to the laws of the State of Ohio and to the job descriptions and policies adopted by the Madison-Champaign Educational Service Center Governing Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTICE: Falsification on this application is grounds for not hiring or terminating employment.

*READ CAREFULLY:* Due to the length of time required for completion of the records check, it may occasionally be necessary to employ a person prior to the Madison-Champaign Educational Service Center having received the results of the criminal records investigation. By signing this document I specifically understand and agree that if I am employed by the Madison-Champaign Educational Service Center having received a criminal records check report which indicates that I do not qualify for employment the Governing Board will release me from employment, I specifically agree that the action of the Madison-Champaign Educational Service Center Governing Board employing me shall be void without any further act by either party, and that my employment will terminate immediately without the necessity of proceedings to formally terminate my contract of employment.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_



Madison-Champaign Educational Service Center
Emergency Medical Authorization

Name: \_\_\_\_\_
(Last) (First)

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Race: White/Caucasian, Black/African American, Hawaiian/Pacific Islander, American Indian/Alaskan Native, Asian, Other/Not Specified
Hispanic: yes / no

District/Building you work: \_\_\_\_\_

In case of illness or injury, please notify the following responsible person(s). Please provide three names and phone numbers.

Table with 3 columns: Name of responsible person, Relationship to you, Preferred phone number. Contains 3 empty rows for data entry.

In case of critical (emergency) situation, I DO hereby consent to be transported to the nearest medical facility.
Yes \_\_\_\_\_ No \_\_\_\_\_

In the event that the above person(s) can't be reached in an emergency situation, please transport to:

Name and address of preferred hospital \_\_\_\_\_ Phone number \_\_\_\_\_
AND notify the following doctor or dentist:

Name of doctor \_\_\_\_\_ Phone number \_\_\_\_\_

Name of dentist \_\_\_\_\_ Phone number \_\_\_\_\_

Facts concerning my medical history including allergies, medication being taken and any physical impairment to which a physician should be alerted are:

Other comments: \_\_\_\_\_
FOR ESC EMPLOYEES

I give my permission for the ESC to share my home address in the event of personal illness or death in my family with colleagues at the ESC and/or districts who would like to be able to send a card to my home address. (Circle one) Yes No

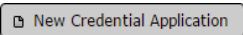
Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

I give my consent to share this information with the district(s) I serve.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## Online License Application Instructions:

(Please read all instructions thoroughly before submitting your application)

- Go to the Ohio Department of Education (ODE) website at <http://education.ohio.gov/>
- At the ODE homepage, click on **SAFE** at the top of the page to sign in, and then enter your account username/password. If you do not have a SAFE account, click **Sign Up** and continue steps to complete the login.
- Click on ODE.CORE, then **My Profile "Update"**
- Click **My Educator Profile/ My Applications** (this is in blue at the top of the page)
- Click **New Credential Application** 
- Choose Type: (ie: Educational Aide Permit, Sub License, Intervention Specialist, etc.) Click **Apply**
- Choose Term: one or four years
- Choose Credential: (ie: 1 year Educational Aide Permit, Intervention Specialist, etc.)
- Choose Effective Year: Enter the year at the beginning of the school year for which you are applying (see below)
- ESEA **\*IMPORTANT NOTE TO PARAPROFESSIONALS\*** Click this box ONLY if you are Highly Qualified and ONLY if you wish to comply with the requirements listed to include this on your license. This designation is not required on your license, even if you are considered highly qualified. (See below)
- **IRN** – you must enter our IRN # **137364**, not Madison-Champaign ESC. Type in our IRN, click **Find** then select **Madison-Champaign ESC** (See below)
- Save application, and click **Next**
- Applicant Signature: check box
- Superintendent Signature – click **Search** icon, type in IRN # **137364**, select **Madison-Champaign ESC**, then click **save**
- Answer all questions, save and done
- Click **Apply**
- Click **Amount** to pay for Application, (click box to right of license type, white box) then **Next**
- Amount to Pay
- Credit Card Payment – Verify Address, then **Next**. Enter card information, Submit Payment, Pay

### Please Note:

- \* Your License must be mailed to Madison-Champaign ESC, not your home address.
- \* Print a receipt of payment for your records!

**Effective Year** For example, if applying on 1/1/16 or later in the 2015-2016 school year, enter 2015. If applying for the new 2016-2017 school year, enter 2016.

**ESEA (Highly-Qualified)** Paraprofessionals are considered Highly-Qualified if they have done one of the following: 1) passed the paraprofessional exam, 2) have an Associate Degree or 3) earned the equivalent college credit hours – 48 semester or 72 quarter credit hours. If you wish to have this indicated on your license, an additional one-time cost of \$20.00 is required to obtain your license. In addition, you must have your college “official transcripts” (no photo copies) sent to the Ohio Department Education.

**IRN** Enter IRN 137364, then have the ODE system “Find” Madison-Champaign ESC



# Madison Champaign Educational Service Center

*Providing outstanding customer-based service*

Dr. Daniel Kaffenbarger, Superintendent  
Matthew Ketcham, Treasurer

ATTN: **Time Sheet Employees and Supervisors**

FROM: **Andrew Sanford, Payroll Benefit Specialist**

DATE: **2019-2020**

RE: **Cut-off Dates for Time Sheet submissions for Payroll.**

**Happy 2019-2020 school year everyone!!!** I trust that you had a wonderful summer break and now you are ready to get back to work. Attached you will find the procedures for the processing of your time sheets for payroll.

- **ALL** time sheets are required to have the **employee's and supervisor's signature** on them, in order for it to be valid. If received without proper signatures the form will remain unprocessed.
- These are the established dates for submission of time sheets in order to be processed for that pay period. These are the **received by** dates. Employees/Subs should turn in timesheets before these dates so that Supervisors have enough time to process and submit to payroll.
- **No exceptions** will be made to these dates. Late timesheets are moved to the next pay period.
- **Make copies for your records.** If you have questions about the days/hours you were paid, please contact Payroll.
- Supervisors are required to **mark what budget unit and account** time is to be paid from.

<b>Time Sheet Received By:</b>	<b>Paid on This 2019 Pay Date:</b>
June 27	July 8
July 11	July 22
July 26	August 7
August 9	August 22
August 22	September 6
September 13	September 23
September 26	October 7
October 11	October 22
October 26	November 7
November 11	November 22
November 27	December 6
December 12	December 23



## Madison Champaign Educational Service Center

*Providing outstanding customer-based service*

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Dr. Daniel Kaffenbarger, Superintendent  
Matthew Ketcham, Treasurer

### **Cut-off Dates for Time Sheet submissions for Payroll continued:**

<b>Time Sheet Received By:</b>	<b>Paid on This 2019 Pay Date:</b>
December 26	January 7
January 13	January 22
January 28	February 7
February 12	February 21
February 26	March 6
March 12	March 23
March 27	April 7
April 13	April 22
April 27	May 7
May 13	May 22
May 27	June 8
June 11	June 22

If you have any questions, please feel free to contact me.

Thank you and have a great 2019-2020 school year.

Andrew Sanford  
Payroll-Benefit Specialist  
Fiscal Department  
937.484.1557 ext. #112 - phone line  
937.652.2221 fax line  
[andrew.sanford@mccesc.org](mailto:andrew.sanford@mccesc.org)

*2019-2020 SUBSTITUTE RATES*

Substitute Teacher \$100.00 daily

Substitute Teacher Long Term (after 20 conseq. Days) \$130.00 daily

Substitute Aide \$11.00 hourly

Substitute Nurse- \$21.00 hourly

Substitute Sign Language Interpreter (ASL or SEE)- 19.38 hourly