educational service center
Council of Governments

Fall/Winter 2025

Substitute Consortium Newsletter

OFF TO A GOOD START

We hope this newsletter finds you well and actively engaged in our Central Ohio classrooms. With over **3,300 substitutes** currently in the consortium—and growing—we want to thank you for being part of our team and for the great work you're doing for our students. This edition covers several key updates and reminders for the school year.

10-DAY WORK EXPECTATION

All substitutes are required to work a **minimum of 10 days** during the 2025–2026 school year.

- **Half-day assignments** may be combined to meet this requirement.
- Substitutes who do not meet the 10-day minimum will **not be eligible to renew** for the 2026–2027 school year.
- If you have questions or believe you have a unique circumstance that may warrant a waiver, please contact **Robin Halley** (robin.halley@escco.org).

SUBSTITUTE RESOURCES

The ESC Website offers a dedicated section for substitute-related information under the Substitute tab. This includes:

- Application details
- District school directory
- Pay rates by district and school
- Training resources and pay schedules
- Department of Education support materials

Please review this page before reaching out to HR representatives—it's a great first stop for answers.

CHANGING DISTRICT PREFERENCES

If you'd like to add more districts to your preference list, please contact your HR representative:

- **Last names A-L:** Kim Edwards | Kim.Edwards@escco.org | (614) 753-4725
- **Last names M-Z:** Patti Olson | Patti.Olson@escco.org | (614) 542-4128

Note: Substitutes cannot make these changes on their own.

PERFORMANCE ISSUES

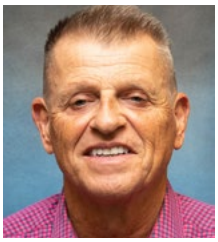
We strive for every substitute to have a positive and professional experience. However, some recurring issues have been reported:

- **Job Shopping:** Accepting a job and canceling last-minute to take another is strictly prohibited. This behavior may result in removal from the consortium.
- **No Shows:** Substitutes must manage their calendars and report on time. Failure to do so can create serious safety concerns and may lead to removal.
- **Cell Phone Use:** Phones should not be used while supervising students. Wait until students are not present to check messages or social media.
- **Inappropriate Conversations:** While building rapport is important, sharing personal details or contact information with students is not appropriate. Keep interactions professional and never post about students on social media.

Thank you again for your dedication and professionalism. Your role is vital to the success of our schools and students!



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