



ESC Substitute Newsletter

Welcome back to the new school year! We are thrilled to have you as a valuable member of the ESC of Central Ohio substitute team for the 2025-26 school year. Your flexibility, dedication, and positive impact on students are essential to the success of our partner districts.

As we begin another year of learning, this newsletter is a resource to help you feel prepared and confident in every classroom you enter.

IMPORTANT REMINDERS FOR THE 2025-26 SCHOOL YEAR

- **Licensure:** All substitute teachers must have a valid Ohio teaching or substitute teaching license. Please ensure your license is up-to-date and on file with the ESC.
- **Background Checks:** If you are a new substitute or your background checks have expired, you must complete both BCI (Bureau of Criminal Investigation) and FBI background checks. We can assist you with this process at the ESC office.
- **Absence Management System:** Our substitute management system, Absence Management (formerly AESOP), is your go-to for finding and accepting assignments. If you have any questions or need a refresher on how to use the system, please refer to the resources on our website or contact our HR department.
- **Payroll:** The 2025-26 payroll schedules are available on the ESC of Central Ohio website under the "Substitute Resources" section. Be sure to submit all required payroll forms in a timely manner.

NEW SERVICE REQUIREMENT FOR 2025-26

All substitute teachers will be required to work at least 10 days during the 2025-26 school year. Not fulfilling this requirement will result in exclusion from substitute teaching during the 2026-27 school year.

TIPS FOR A SUCCESSFUL DAY IN THE CLASSROOM

A great substitute teacher is more than just a placeholder; they are a vital part of the educational process. Here are some best practices to make every day a success:

1. **Arrive Early and Be Prepared:** Get to the school with enough time to review the lesson plans, locate materials, and familiarize yourself with the classroom and school layout.
2. **Introduce Yourself with Confidence:** Write your name on the board and introduce yourself to the students. A positive and firm demeanor from the start helps set the tone for a productive day.
3. **Follow the Lesson Plan:** Stick to the teacher's instructions as closely as possible. If you finish early, have a few general, grade-appropriate activities or games ready as a backup.
4. **Know the Routines:** Ask a neighboring teacher or a staff member about the school's emergency procedures, attendance process, and any specific classroom routines. Consistency helps students feel secure.

5. **Build Rapport:** Use students' names and show a genuine interest in their learning. A little positivity goes a long way in managing the classroom.
6. **Leave Detailed Notes:** Take a few minutes at the end of the day to leave a note for the returning teacher. Include what was covered, how the students behaved, and any notable successes or challenges.
7. **Ask for Help:** Don't hesitate to ask a nearby teacher or the school's office staff for help if you have a question or need assistance. We are all here to support you!

RESOURCES AND CONTACT INFORMATION

We want you to feel supported and have all the tools you need to excel. Visit our Substitute Resources webpage on the ESC of Central Ohio website for access to:

- Substitute handbook
- Payroll schedules
- Absence Management (Frontline) resources
- Information on licensure and background checks

For any questions regarding the substitute process, please contact the appropriate member of our HR team:

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

Thank you for your commitment to the students and schools of Central Ohio. We look forward to a fantastic 2025-26 school year with you on our team!

MEET THE HUMAN RESOURCES TEAM

We believe in providing the best possible support for our substitute teachers. Our Human Resources team is dedicated to answering your questions and helping you navigate the administrative side of substitute teaching.

Leading this team is our Human Resources Director, Jennifer Iceman. You can also reach out to the following team members for general inquiries, payroll questions, or assistance with our Absence Management system. They're here to help you have a successful school year!



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