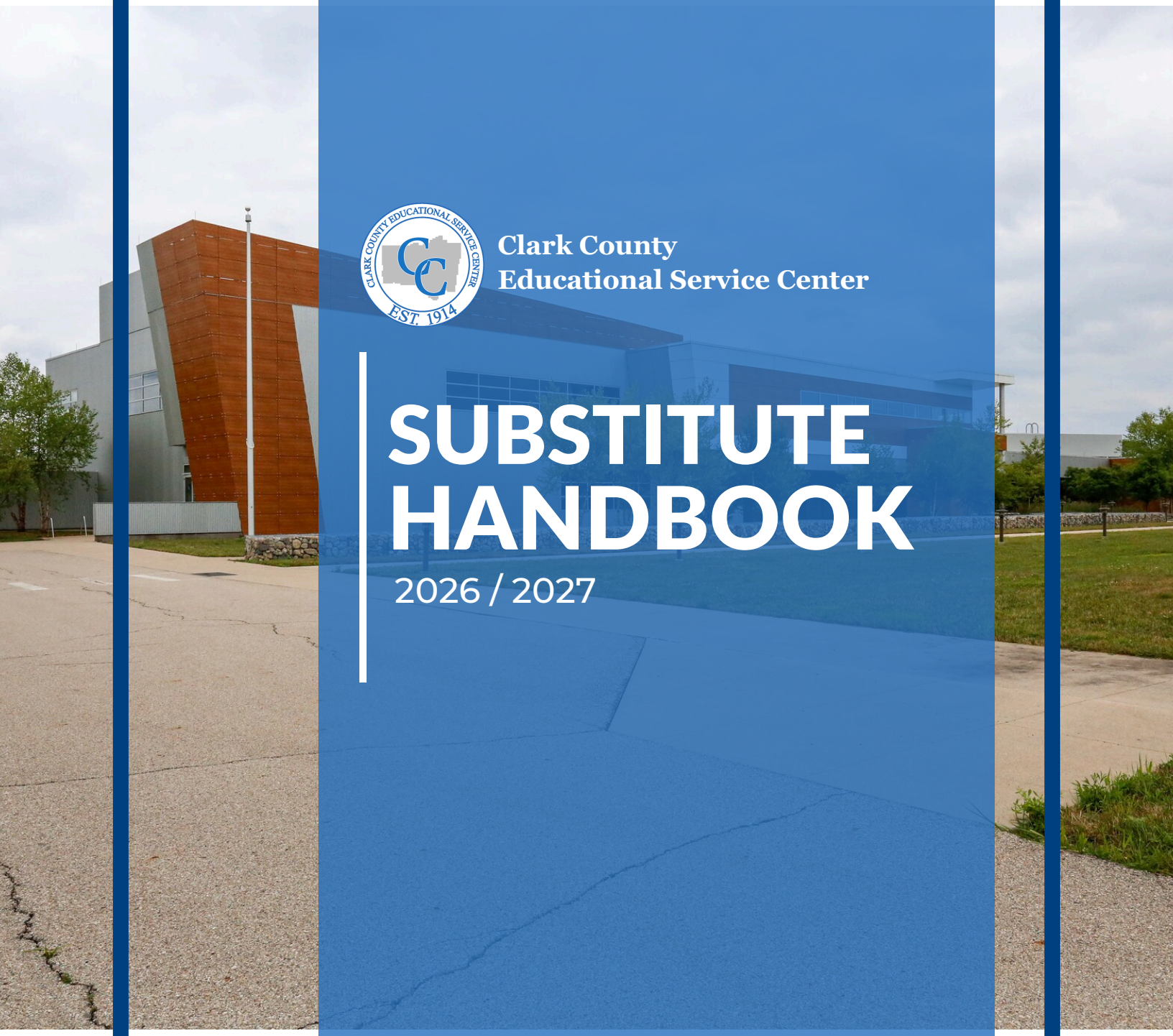


Clark County
Educational Service Center

SUBSTITUTE HANDBOOK

2026 / 2027

Clark County ESC Substitute Teacher Guidelines

General Information

- Please arrive **10-15 minutes** prior to the start of the student's day.
- Read over the lesson plans for the day, locate all supplies needed throughout the day, and orient yourself with the classroom prior to students entering the room.
- Introduce yourself to teachers in nearby classrooms and clarify any questions you may have about the lesson plans, district procedures, and drill procedures.
- Cell phones should be **put away** when students are in the classroom- no phone calls or texting, pictures, videos or social media.
- Never be in the classroom alone with one student.
- Teach the lessons left by the teachers.
- Be in control of the classroom and yourself at all times.
- Be flexible.
- Make sure you know the procedures for fire, tornado, and lock down drills.
- Make sure you know the dismissal procedures for the class and the end of the day.
- Don't leave the students unattended in the classroom or hallways.

Professionalism

- You are an adult leader, not a "pal" to the students. They need to address you as Mr., Mrs., Miss, or Ms.
- Dress professionally, comfortably and in good taste.
- High ethical standards are to be maintained at all times.
- Be sure to leave the classroom as you found it.
- Ask for help from other teachers or administrators as needed.
- Foul language will **NOT** be tolerated.
- Don't discuss controversial issues, other students, or other teachers with students.
- Computer usage is permitted strictly for class lessons- not internet access for you.
- Don't discuss your personal life with students.
- Set a good example for the students.

What should the absent teacher leave for me?

- Lesson plans

- Class roster and seating chart
- Notes for locating supplies
- List of extra duties and responsibilities that need to be covered in their absence
- Information on students that may leave class (band, therapist, behavior plans, etc)
- Medical concerns that pertain to the students (Including IEP's and Behavior Plans)
- Bussing information

During the School Day

- Review lesson plans, rules and procedures and all drills prior to students entering the room.
- Locate the office call button, intercom or classroom phone and make sure you know how to use it if needed.
- Start class promptly!
- Introduce yourself to the class (Mr., Mrs., Miss, or Ms.) and take attendance and/or lunch counts as needed.
- Students should not leave the classroom without authorization or permission from the teacher. Notify the office immediately if this occurs.
- Students should be under the supervision of a teacher at all times!
- Be pleasant, yet firm with students to maintain control.
- Keep students on task and interested in the material to minimize discipline issues.
- Do **NOT** let situations get out of control. Do **NOT** use physical force.
- Circulate throughout the room and make eye contact with the students.
- Keep activities on pace. Have everything organized for the activities and transition smoothly between activities.
- Go to the student if they raise their hand for questions. Don't make them come to you.
- **Leave a note for the teacher informing him/her of how the day went. Be honest and note specific issues.**

Successful Sub Skills

- Recognize and praise appropriate behavior
- Know when to respond to inappropriate behaviors
- Set clear expectations for the classroom
- Have a strategy for handling consequential student behavior

- Present lesson material in an engaging way
- Have filler activities ready if the lesson plans end early
- Remember to be flexible!
- Be warm and welcoming to the students
- Provide positive reinforcement to the students

Cancelling a Job

- If you need to cancel a job- you may do so from your ReadySub dashboard by selecting the job and releasing it before midnight the evening before the job. If you need to release the position the day of the job, you will need to contact the school in which you were to work so they can try to fill it.

You are a vital part of the teaching staff and your contribution affects our students, our teachers and our districts as a whole! Feel free to contact us at any time.

Karlyn Clark

karlyn.clark@clarkesc.org

937-325-7671 ext. 1200

tyler technologies Absence & Substitute

GETTING STARTED

Substitutes

1

Log In

Once your account has been activated, Absence & Substitute will send you a welcome email with your username, password, and a link to log in. If you have not received an email, check with your school administrator regarding the status of your account.

2

Change your password

Upon first log in you will be prompted to change your password. Enter the password from your welcome email followed by your password of choice which must be 6 or more characters and have at least one lower case letter, one upper case letter, and one number.

3

Update your profile

Update your profile by navigating to your name, followed by Account. Click the avatar to upload a profile picture and/or select Edit Account to update your name and phone number.

4

Notifications and Availability

Edit your email, SMS, and/or Call notifications by navigating to Account followed by the Notification Preferences tab. Update your Scheduled Leave and Weekly Availability from your Calendar.

5

Accept your first job

You are now ready to accept your first job! From your Dashboard, simply look under the Available Jobs tab to see if there are any jobs to accept.

Clark Shawnee Local Schools

Clark Shawnee Local Schools

www.clark-shawnee.k12.oh.us

Board Office
3680 Selma Pike
Springfield, OH 45502
P (937) 717- 2401
F (937) 717 - 2411
Regular hours: 7:30 - 4:00
Brian Kuhn, Superintendent
Adam Billet, Assistant Superintendent

Shawnee Middle and High School
1675 E. Possum Road
Springfield, OH 45502
P (937) 717 - 2402
F (937) 717 - 2412
Michelle Heims, Campus Principal
Middle and high school
John Stekli, Principal High school
Devin Spitzer,Principal Middle school

Shawnee Elementary (K-6)
1841 E. Possum Road
Springfield, OH 45502
P (937) 717-2403
F (937) 717-2413
Chrissy Elliot, Principal (Pre K-6th)
Amanda Schaffer, Principal (Pre K-2nd)
Christopher Campbell, Principal (3-6)

Starting Times

High School	7:25 - 2:30
Middle School	7:25 - 2:30
Elementary School	8:50 - 3:40
Regular AM Preschool	8:50 - 11:53 am
Regular PM Preschool	12:50 - 3:40 pm

*Please arrive 15 minutes prior to start time

Shawnee Middle and High School

Parking:
Parking is available in front of the building in any spot.

Dress Code:
Business Casual. No jeans unless it is Friday.

General Info:
Substitutes will sign in on a clipboard and be given a lanyard with a badge on it. An administrator will walk you to the classroom if you have not been to the building before.

Subs are welcome to use the staff breakrooms, you will have access to a fridge and microwave. If you need to purchase lunch, you can do so in the cafeteria for $5. They only accept exact cash.

The teacher will have all classroom information on the desk for their sub. Please call the office from the classroom phone if you need any help. The staff here is wonderful and happy to help if you need anything.

Shawnee Elementary School (K-6)

Parking:
Substitutes can park in any open spots in the parking lot in front of the building off E. Possum Road.

Dress Code:
Professional dress is the expectation.

General Info:
Please arrive by 8:30 if you are subbing at Shawnee Elementary. Students will start entering the building at 8:40.

The secretaries will have you sign your timesheet upon arrival and then give you a keycard that will allow you to enter the building if you need to be outside for recess duty

or if you forget something in their car. All keycards should be returned to the office staff at the end of the day.

Shawnee Elementary does not have a staff breakroom. Teachers often eat in the open space in their pod or in a classroom. Each grade level floor of their pod contains a work room with a refrigerator and a microwave that can be used to store lunch items and to heat them up as necessary.

Substitutes can purchase lunch from the cafeteria. The cost is around $4-$5. Options are limited to whatever the lunch is for students for the day or a PBJ Uncrustable lunch.

2026-2027 TIMESHEET SCHEDULE

2026-2027 CONTRACT TIMESHEET/INITIALIZATION SCHEDULE			
MONTH	**PAY DAY**	**TIMESHEETS**	
		BEGINNING	**END**
SEPTEMBER	9/4/2026	8/9/2026	8/22/2026
	9/18/2026	8/23/2026	9/5/2026
OCTOBER	10/5/2026	9/6/2026	9/19/2026
	10/20/2026	9/20/2026	10/10/2026*
NOVEMBER	11/5/2026	10/11/2026	10/24/2026
	11/20/2026	10/25/2026	11/7/2026
DECEMBER	12/4/2026	11/8/2026	11/21/2026
	12/18/2026	11/22/2026	12/5/2026
JANUARY	1/5/2027	12/6/2026	12/19/2026
	1/20/2027	12/20/2026	1/9/2027*
FEBRUARY	2/5/2027	1/10/2027	1/23/2027
	2/19/2027	1/24/2027	2/6/2027
MARCH	3/5/2027	2/7/2027	2/20/2027
	3/19/2027	2/21/2027	3/6/2027
APRIL	4/5/2027	3/7/2027	3/20/2027
	4/20/2027	3/21/2027	4/10/2027*
MAY	5/5/2027	4/11/2027	4/24/2027
	5/20/2027	4/25/2027	5/8/2027
JUNE	6/4/2027	5/9/2027	5/22/2027
	6/18/2027	5/23/2027	6/5/2027
JULY	7/5/2027	6/6/2027	6/19/2027
	7/20/2027	6/20/2027	7/10/2027*
AUGUST	8/5/2027	7/10/2027	7/24/2027
	8/20/2027	7/25/2027	8/7/2027
updated 06/02/2026			****3 week pays***

SUBSTITUTE TEACHER TIMESHEET
CLARK-SHAWNEE LOCAL SCHOOL DISTRICT

3680 Selma Road
Springfield, Ohio 45502

Employee Name:	Employee Birth Month/Year:	Building:

ALL EMPLOYEES

Day of Week	Date	Substiute For: Specify the employee or class you substituted for, provided coverage for, consolidated with, or were reassigned to.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

SUBSTITUTE EMPLOYEE

Substitute Teacher % of Day Worked

Full Day (1)	3/4 Day (.75)	1/2 Day (.5)	1/4 Day (.25)

REGULAR/CONTRACTED EMPLOYEE

Please indicate the hours worked

Class Cover Plan Time	Class Consolidation	Emergency Reassignment
	☐ Less than 2 hours ☐ More than 2 hours	☐ 1 hour or less ☐ 61 min to half day ☐ More than half day
	☐ Less than 2 hours ☐ More than 2 hours	☐ 1 hour or less ☐ 61 min to half day ☐ More than half day
	☐ Less than 2 hours ☐ More than 2 hours	☐ 1 hour or less ☐ 61 min to half day ☐ More than half day
	☐ Less than 2 hours ☐ More than 2 hours	☐ 1 hour or less ☐ 61 min to half day ☐ More than half day
	☐ Less than 2 hours ☐ More than 2 hours	☐ 1 hour or less ☐ 61 min to half day ☐ More than half day

Subsitute Pay rate is based on $95.00 per day and will be paid in 1/4 day increments and is exempt from overtime.
Class Cover during plan time, Class Consolidation, and Emergency Reasssignment rates are determined by the CSLEA Agreement.

Sub increments are as follows:

% of Day	Hours	Pay
0.25	1.75	$23.75
0.5	3.5	$47.50
0.75	5.25	$71.25
1	7	$95.00

Supervisor Signature	Employee Signature

Global Impact STEM Academy

Global Impact STEM Academy

www.globalimpactacademy.org

Global Impact STEM Academy
formerly South High School
700 South Limestone Street
Suite, B
Springfield, OH 45505
P (937) 328-6600
F (937) 328 - 6655

Starting Time
7:45am-2:30 pm
*Please arrive 30 minutes prior to start time.

GISA Upper Academy (Grades 10-12)
572 E. Leffel Ln.
Springfield, OH 45505
P (937) 328 - 6600
F (937) 328 - 6655
info@gisaoh.org
Joshua Jennings, Founding Director
Jamison Truebenbach, Chief Academic Officer
Matt Ehlinger, Chief Operating Officer/Dean of Students
Michael Payne, High School Director
Anton Kilburn, Middle School Director

Global Impact STEM Academy

Parking:
Substitutes are welcome to park in any of the visitor spots. The parking lot is accessed from Clifton Ave. and is the driveway closest to the tennis courts.

Dress Code:
Monday through Thursday GISA dress code is business casual. This includes no hoodies, no graphic T's, no open toed shoes, no leggings, no sweats, no jeans with rips or tears. Friday is their "dress down" day where students and staff are allowed to wear hoodies and graphic T's.

General Info:
Substitutes will receive a Sub Folder with information specific to the class they are covering.

Substitutes are welcome to use the staff breakroom. The breakroom is located just off of the main office and does include a refrigerator and microwave that are available for use.

Lunch can be purchased in the cafeteria. Lunch is $5 per entree and would be the responsibility of the substitute to pay. They are cash only.

We are very grateful for any substitute that chooses to work in either of our buildings. We know that being a substitute can provide its own set of unique challenges and please know that the administration and staff understand this and will provide assistance where necessary.

GISA Upper Academy (10-12)

Parking:
Substitutes are welcome to park in any of the visitor spots. There is a small parking lot right beside the building.

Dress Code:

Monday through Thursday GISA dress code is business casual. This includes no hoodies, no graphic T's, no open toed shoes, no leggings, no sweats, no jeans with rips or tears. Friday is their "dress down" day where students and staff are allowed to wear hoodies and graphic T's.

General Info:
Substitutes will receive a Sub Folder with information specific to the class they are covering. In addition, substitutes will receive a badge along with a key fob that will allow them to access the classroom.

Substitutes are welcome to use the staff breakroom. The breakroom is located just off of the main office and does include a refrigerator and microwave that are available for use.

Lunch can be purchased in the cafeteria. Lunch is $5 per entree and would be the responsibility of the substitute to pay. They are cash only.

We are very grateful for any substitute that chooses to work in either of our buildings. We know that being a substitute can provide its own set of unique challenges and please know that the administration and staff understand this and will provide assistance where necessary.

Greenon Local Schools

Greenon Local Schools

www.greenonschools.org

Board Office
120 S. Xenia Drive
Enon, OH 45323
P (937) 864-1202
F (937) 864-2470
Darrin Knapke, Superintendent

Greenon K-6
510 Enon-Xenia Rd, Enon, OH 45323
P (937) 864-7348
F (937) 864-6009
Kyle Phelps, Principal
John Jewell, Assistant Principal

Greenon Junior/Senior High School (7-12)
510 Enon-Xenia Rd, Enon, OH 45323
P (937) 864-7348
F (937) 864-6009
Josh Newport, Principal
Jim Shaner, Assistant Principal

Starting Times

Junior/Senior High	7:00-2:10
Intermediate	7:30-2:10
Primary	8:15-3:20
AM PreK	8:40-11:30
PM PreK	12:40-3:30

Greenon K-6 & Greenon Jr./Sr. High School (7-12)

Parking:
Substitutes can park in the main parking lot at the front of the building.

Dress Code:
No jeans would be appropriate.

General Info:
Substitutes will fill out a timesheet with either the elementary secretary or jr./sr. high secretary. You will receive a card to enter rooms.

You are welcome to use the staff breakroom. It has a refrigerator and microwave available.

Breakfast and lunch are available for purchase in the cafeteria. Breakfast is ala carte and the pricing varies, lunch is $5.

Greenon Local School District - Classified Timesheets

Name: _____ Position _____

Pay Period Ending: ___/___/___ **Extra Work Description:** _____

Week 1 Date:	Monday /	Tuesday /	Wednesday /	Thursday /	Friday /	Saturday /	Sunday /
Time In							
Time Out							
Total # Hours							

Do not include lunch time in total

Total Hours - **Regular**: _____
Total Hours - **Extra**: _____
Total Hours - **Overtime**: _____

Week 2 Date:	Monday /	Tuesday /	Wednesday /	Thursday /	Friday /	Saturday /	Sunday /
Time In							
Time Out							
Total # Hours							

Do not include lunch time in total

Total Hours - **Regular**: _____
Total Hours - **Extra**: _____
Total Hours - **Overtime**: _____

Week 3 Date:	Monday /	Tuesday /	Wednesday /	Thursday /	Friday /	Saturday /	Sunday /
Time In							
Time Out							
Total # Hours							

Do not include lunch time in total

Total Hours - **Regular**: _____
Total Hours - **Extra**: _____
Total Hours - **Overtime**: _____

Total **Regular** Hours: _____ x Hourly Pay Rate $ _____ = Total Pay: $ _____

Total **Overtime** Hours: _____ x Hourly O.T. Pay Rate $ _____ = Total O.T.: $ _____

Payroll Department Use Only
Total Pay: $
Pay Date: ___/___/___

_____
Employee Signature*

_____
Supervisor Signature*

* Payment will not be made without Employee AND Supervisor signature

FISCAL YEAR 27 PAY CALENDAR				
Pay Date	Begin Date	End Date	Timesheets due	
7/3/2026	5/18/2026	6/7/2026	6/9/2026	Quarterly Phone - 3 week pay
7/20/2026	6/8/2026	6/21/2026	6/23/2026	New Contracts - 260-Classified
8/5/2026	6/22/2026	7/5/2026	7/7/2026	
8/20/2026	7/6/2026	7/19/2026	7/21/2026	Classified Attendance; New Contracts - Admin
9/4/2026	7/20/2026	8/2/2026	8/4/2026	New Contracts - Certified/9-Month Classified
9/18/2026	8/3/2026	8/16/2026	8/18/2026	
10/5/2026	8/17/2026	9/6/2026	9/8/2026	Quarterly Phone - 3 week pay
10/20/2026	9/7/2026	9/20/2026	9/22/2026	
11/5/2026	9/21/2026	10/4/2026	10/6/2026	
11/20/2026	10/5/2026	10/18/2026	10/20/2026	Fall Sports Supp.
12/4/2026	10/19/2026	11/8/2026	11/10/2026	3 week pay
12/18/2026	11/9/2026	11/22/2026	11/24/2026	Certified/Classified Attendance
1/5/2027	11/23/2026	12/6/2026	12/8/2026	Quarterly Phone
1/20/2027	12/7/2026	12/20/2026	12/22/2026	
2/5/2027	12/21/2026	1/3/2027	1/5/2027	
2/19/2027	1/4/2027	1/24/2027	1/26/2027	3 week pay
3/5/2027	1/25/2027	2/7/2027	2/9/2027	
3/19/2027	2/8/2027	2/21/2027	2/23/2027	Certified/Classified-9 Month Attendance
4/5/2027	2/22/2027	3/7/2027	3/9/2027	Quarterly Phone, Winter Sports Supp.
4/20/2027	3/8/2027	3/21/2027	3/23/2027	Classified Attendance
5/5/2027	3/22/2027	4/4/2027	4/6/2027	
5/20/2027	4/5/2027	4/18/2027	4/20/2027	
6/4/2027	4/19/2027	5/2/2027	5/4/2027	Spring Sports Supp.
6/17/2027	5/3/2027	5/16/2027	5/18/2027	Certified Attendance / Insurance Payout / Academic Supp.
7/2/2027	5/17/2027	6/6/2027	6/8/2027	Quarterly Phone - 3 week pay
7/20/2027	6/7/2027	6/20/2027	6/22/2027	New Contracts - 260-Classified
8/5/2027	6/21/2027	7/4/2027	7/6/2027	
8/20/2027	7/5/2027	7/18/2027	7/20/2027	Classified Attendance; New Contracts - Admin
9/3/2027	7/19/2027	8/1/2027	8/3/2027	New Contracts - Certified/9-Month Classified
9/20/2027	8/2/2027	8/22/2027	8/24/2027	3 week pay
10/5/2027	8/23/2027	9/5/2027	9/7/2027	Quarterly Phone
10/20/2027	9/6/2027	9/19/2027	9/21/2027	
11/5/2027	9/20/2027	10/3/2027	10/5/2027	
11/19/2027	10/4/2027	10/17/2027	10/19/2027	Fall Sports Supp.
12/3/2027	10/18/2027	11/7/2027	11/8/2027	3 week pay
12/20/2027	11/8/2027	11/21/2027	11/23/2027	Certified/Classified Attendance

GREENON LOCAL SCHOOLS

SUBSTITUTE PAY SCALE

POSITION	PAY	
SUB TEACHER	$50.00	half day
SUB TEACHER	$100.00	full day
SUB CUSTODIAN	$14.50	
SUB SECRETARY	$11.00	
SUB AIDE	$11.00	
SUB COOK	$11.00	
SUB BUS DRIVER	$17.00	

GREENON

Teacher Substitute Time Sheet

☐ Internal Sub

(check one)

☐ External Sub

Sub Name: _____

_____ Building: _____

Pay Period Ending: ___/___/___

		External Sub		Internal Sub Only						
Date	Substituted for:	Half Day	Whole Day	From	To	Minutes/ Hours		Internal Rate*		**Dollar Amount**
/ /							x		=	
/ /							x		=	
/ /							x		=	
/ /							x		=	
/ /							x		=	
/ /							x		=	
/ /							x		=	
/ /							x		=	
/ /							x		=	
/ /							x		=	
/ /							x		=	
/ /							x		=	

Total Amount to be Paid: _____

_____ Substitute Signature

_____ Supervisor/Principal Approval

* Internal Sub Rates (per Article XIII H. of the Master Agreement):
2022-23: $21.60 per hour

Payroll Department Use Only
Total Pay: $
Pay Date: / /

Northeastern Local Schools

Northeastern Local Schools

www.nelsd.org

Board Office
4435 Bosart Road
Springfield, OH 45503
P (937) 325-7615
F (937) 328-6592
Jack Fisher, Superintendent
Shawn Blazer, Assistant Superintendent

Kenton Ridge Elementary (Prek-5)
2250 Montego Drive
Springfield, OH 45503
P (937) 390-4674
F (937) 390-0013
Rob Shaffer, Principal
Alicia Anstine, Assistant Principal

Kenton Ridge Middle and High School(6-12)
2250 Montego Drive
Springfield, OH 45503
P (937) 390-1274
F (937) 390-0013
Rob Linkhart, Principal Middle School
Alyssa Woolerver, Assistant Principal Middle school
Lori Swafford, Principal High School
Aaron Shaffer, Assistant Principal

Northeastern Elementary School (PreK-5)
140 W. Main St.
South Vienna, OH 45369
937-346-0840
937-346-0856 fax
Grades Prek-5
Aubree Kushmaul, Principal

Northeastern Middle/High School (6-12)
140 W. Main Street
South Vienna, Oh 45369
P (937) 328-6575
F (937) 346-0846
Zack Dobbelaere, Principal 6 - 12
Bethany Bigham, Assistant Principal

Starting Times

High school 8:25-3:15
Middle school 8:25-3:15
Elementary 7:45-2:10
*Please arrive 30 minutes prior to start time.

Kenton Ridge Elementary (PreK-5)

Parking:
Substitutes are to park in the front parking lot of the school.

Dress Code:
Substitutes are to dress business casual. On Wednesdays staff wear casual, school appropriate workout gear for Workout Wednesdays and on Fridays they wear school appropriate jeans and JETS gear. You are welcome to follow the themes on those days!

General Info:
When substitutes arrive, they should ring the doorbell on the elementary side.
The secretaries, Krista Lingrell or Shelby Davy will buzz you into the office. When you arrive in the office, you'll sign a courage sheet and receive a substitute badge with a classroom key along with a Substitute folder that contains the class roster, a school map, and Safety procedures for any situation that may arise.

Substitutes are more than welcome to use the staff lounges (with microwaves and refrigerators for storing lunch) and staff bathrooms.

Substitutes are able to purchase lunch in our cafeteria, however they can only purchase lunch with cash.

Kenton Ridge Middle/High School (6-12)

Parking:
Substitutes should park out front of the building in any parking spot that does NOT have a number on it. You will have to be buzzed into the front office, sign in, and get a badge.

Dress Code:
Business casual, comfortable shoes

General Info:

The front office will only provide a badge and an elevator pass if you request one.

Sub plans are usually left out. If you are not able to find them a teacher next door to you or the principal can help.

You are more than welcome to use the break rooms, one is located on each floor. They have a regular size refrigerator (these get packed full so a normal lunch tote is good) and a microwave in each. Restrooms are located on each floor.

Other lunch options:
Lunch can be purchased in the cafeteria. Staff advises that you skip towards the front of the line as it can get long. The cost for staff is: Breakfast - $2.70 Lunch - $4.70

Subs are allowed to leave for lunch and come back. There are a couple places close by on Derr road and Short Stop in Northridge has a big menu with call ahead.

If you doordash, please notify the office ahead of time so they are aware.

Northeastern Elementary School (PreK-5)

Parking:
Substitutes are to park in the front parking lot of the school.

Dress Code:
Dress code is business casual, however on Wednesdays we wear casual, school appropriate workout gear for Workout Wednesdays and on Fridays we wear school appropriate jeans and JETS gear.

General Info:
When you arrive, you should ring the doorbell on the elementary side.
The secretaries, Krista Lingrell, or Shelby Davy will buzz you into the office. When you arrive in the office, you'll sign a courage sheet and receive a substitute badge with a classroom key along with a Substitute folder that contains the class roster, a school map, and Safety procedures for any situation that may arise.

Substitutes are more than welcome to use staff lounges (with microwaves and refrigerators for storing lunch) and staff bathrooms.

Substitutes are able to purchase lunch in the cafeteria, however you can only purchase lunch with cash.

Northeastern Middle/High School (6-12)

Parking:
Anywhere in the front parking lot.

Dress Code:
Business Casual

General Info:
Northeastern makes sure the classroom is unlocked and provides the room number to the sub. They provide a badge so subs can get through any locked doors, and they provide a yellow folder that includes a class list for each period, lesson plans (if NE doesn't they are already on the teachers desk), bell schedule, safety protocols, map of the building, phone number, master schedule. They also provide the extension for the front desk in case any assistance is needed.

Arrival time for subs is **8 AM** if you are covering a morning shift.

Substitutes are welcome to use the Teacher's Lounge on each floor. There is a fridge and microwave.

Lunch can be purchased, but it is cash only and the price varies.

The Northeastern Local School District

Payroll Schedule 2025-2026

ReadySub, Subs, Extra Duty, Leaves requested/approved in ESS and ESS Spreadsheets are ALL DUE to Payroll by Noon on Due Date

Dates that are **bold** indicate an earlier than usual due date

PERIOD BEGINNING/ENDING	PERIOD DUE DATE	PAY DATE
June 19 - July 2	Wednesday, July 24	July 11
July 3 - July 16	Wednesday, July 16	July 25
July 17 - July 30	Wednesday, July 30	August 8
July 31 - August 13	Wednesday, August 13	August 22
August 14 - August 26	**Tuesday, August 26**	September 5
August 27 - September 10	Wednesday, September 10	September 19
September 11 - September 24	Wednesday, September 24	October 3
September 25 - October 8	Wednesday, October 8	October 17
October 9 - October 22	Wednesday, October 22	October 31
October 23 - November 5	Wednesday, November 5	November 14
November 6 - November 17	**Monday, November 17**	November 28
November 18 - December 3	Wednesday, December 3	December 12
December 4 - December 15	**Monday, December 15**	December 26
December 16 - December 29	**Monday, December 29**	January 9
December 30 -January 14	Wednesday, January 14	January 23
January 15 - January 28	Wednesday, January 28	February 6
January 29 - February 11	Wednesday, February 11	February 20
February 12 - February 25	Wednesday, February 25	March 6
February 26 - March 11	Wednesday, March 11	March 20
March 12 - March 24	**Tuesday, March 24**	April 3
March 25 - April 8	Wednesday, April 8	April 17
April 9 - April 22	Wednesday, April 22	May 1
April 23 - May 6	Wednesday, May 6	May 15
May 7 - May 18	**Monday, May 18**	May 29
May 19 - June 3	Wednesday, June 3	June 12
June 4 - June 17	Wednesday, June 17	June 26

Northwestern Local Schools

Northwestern Local Schools

www.northwestern.k12.oh.us

Board Office
5610 Troy Road
Springfield, OH 45502
P (937) 964-1318
F (937) 964-6019
Jeff Patrick , Superintendent

Starting times
Junior/senior high 7:30-2:30
Elementary 8:40-3:30
*Please arrive 30 minutes prior to starting time.

Northwestern Junior/Senior High School (7-12)
5780 Troy Road
Springfield, OH 45502
P (937) 964-1324
F (937) 964-6006
Doug Fries, Principal
Matt Bushey, Assistant Principal

Northwestern Elementary School (K-6)
5610 Troy Road
Springfield, OH 45502
P (937) 964-3240
F (937) 964-3244
Luke Everhart, Principal
Kelly Rebernak, Assistant Principal

- Please park and enter through the rear entrance. These are the only unlocked doors in the a.m.

Northwestern Jr./Sr. High School (7-12)

Parking:
Substitutes can park in the visitor lot (closest to the school) or the 1st row of the student parking lot. If those are not available, you can park on the side behind the tennis courts in the staff lot. You would need to walk in with someone or call the main office (937-964-3233) to have someone come let them in.

Dress Code:
Business Casual

General Info:
The front office will have a timesheet to sign, a restroom key and a room key. If there is a special bell schedule that day, you will receive a copy of that as well.

Northwestern doesn't have a traditional breakroom, but they do have a couple copy rooms with tables, chairs and refrigerators in them that substitute teachers are more than welcome to use. In the main office kitchen area, there is a microwave as well as a table and chairs. There are several microwaves in the cafeteria too.

Substitute teachers can purchase school lunch. The cost is $4.50. The lunch cashiers typically do not have much change so exact change is preferred.

If you need to cancel within 24 hours of your job, please email Dawn Robinette (robinetted@nwlschools.org).

Northwestern Elementary School (K-6)

Parking:
Substitutes can park in the front elementary lot or the back elementary lot (behind the school). The front doors unlock at 7:30 a.m. The back doors are locked, but NW has a Latchkey Aide that can let you in through the back doors.

Dress Code:

Business Casual

General Info:
Substitutes need to check in with Tiana Smith/Office # 137. This is where you will get youe keys, attendance, timesheet, etc

NW asks that you please arrive on time at 8:00 a.m.

Dress for the elements, as some teachers have outdoor pickup, dismissal and/or recess duties.

Staff breakrooms are available for substitutes with a refrigerator and microwave.

Lunch is available for purchase. Current Adult meal prices:

Breakfast $2.50 (includes entree, fruit or juice, & milk or water)
Ala Carte Breakfast Entree $ 2.00

Lunch $4.50 (includes entree, fruit, vegetable, milk or water)
Ala Carte Lunch Entree $3.25

Ala Carte Milk .60
Ala Carte Water $1.25

2026 - 2027 PAY PERIODS

MONTH	PAY DAY	PAY PERIOD BEGINNING	PAY PERIOD ENDING	TIMESHEETS DUE	PROCESSING DEADLINE
July	7/3/2026	6/7/2026	6/20/2026	6/22/2026	6/29/2026
	7/20/2026	6/21/2026	7/4/2026	7/6/2026	7/14/2026
August	8/5/2026	7/5/2026	7/18/2026	7/20/2026	7/30/2026
	8/20/2026	7/19/2026	8/8/2026	8/10/2026	8/14/2026
September	9/4/2026	8/9/2026	8/22/2026	8/24/2026	8/31/2026
	9/18/2026	8/23/2026	9/5/2026	9/7/2026	9/14/2026
October	10/5/2026	9/6/2026	9/19/2026	9/21/2026	9/29/2026
	10/20/2026	9/20/2026	10/3/2026	10/5/2026	10/14/2026
November	11/5/2026	10/4/2026	10/17/2026	10/19/2026	10/30/2026
	11/20/2026	10/18/2026	11/7/2026	11/9/2026	11/16/2026
December	12/4/2026	11/8/2026	11/21/2026	11/23/2026	11/30/2026
	12/18/2026	11/22/2026	12/5/2026	12/7/2026	12/14/2026
January	1/5/2027	12/6/2026	12/19/2026	12/21/2026	12/30/2026
	1/20/2027	12/20/2026	1/2/2027	1/4/2027	1/14/2027
February	2/5/2027	1/3/2027	1/23/2027	1/25/2027	2/1/2027
	2/19/2027	1/24/2027	2/6/2027	2/8/2027	2/15/2027
March	3/5/2027	2/7/2027	2/20/2027	2/22/2027	3/1/2027
	3/19/2027	2/21/2027	3/6/2027	3/8/2027	3/15/2027
April	4/5/2027	3/7/2027	3/20/2027	3/22/2027	3/30/2027
	4/20/2027	3/21/2027	4/3/2027	4/5/2027	4/14/2027
May	5/5/2027	4/4/2027	4/24/2027	4/26/2027	4/29/2027
	5/20/2027	4/25/2027	5/8/2027	5/10/2027	5/14/2027
June	6/4/2027	5/9/2027	5/22/2027	5/24/2027	5/31/2027
	6/18/2027	5/23/2027	6/5/2027	6/7/2027	6/14/2027
July	7/2/2027	6/6/2027	6/19/2027	6/21/2027	6/28/2027
	7/20/2027	6/20/2027	7/3/2027	7/5/2027	7/14/2027
August	8/5/2027	7/4/2027	7/24/2027	7/26/2027	7/30/2027
	8/20/2027	7/25/2027	8/7/2027	8/9/2027	8/16/2027

NORTHWESTERN LOCAL SCHOOL DISTRICT
SUBSTITUTE TEACHER TIME SHEET

Substitute Teacher _____

Pay Rate: $153.50 Full Day (paid in quarter day increments)
see instructions below

Week 1 of Pay Period

			Student Day			Complete this section only if working during free period				Non Teaching Time		
Day	Date	Teacher substituting for:	Starting Time	Ending Time	Total Teaching Time	Starting Time	Ending Time	Assigned Duty During Free Period	Free Period Time	Lunch Minutes Deduct	Free Period Deduct	Total Work Time
Mon												
Tues												
Wed												
Thur												
Fri												
		Week 1 Totals										

Week 2 of Pay Period

			Student Day			Complete this section only if working during free period				Non Teaching Time		
Day	Date	Teacher substituting for:	Starting Time	Ending Time	Total Teaching Time	Starting Time	Ending Time	Assigned Duty During Free Period	Free Period Time	Lunch Minutes Deduct	Free Period Deduct	Total Work Time
Mon												
Tues												
Wed												
Thur												
Fri												
		Week 2 Totals										

_____ _____ _____ _____

Employee's Signature Date Principal's Signature Date

Instructions: Starting and ending times should show beginning of first period of required attendance and end of last period of required attendance
Total time equals required attendance time including lunch and free period minutes (hours and minutes)
If required to work during free period list beginning and ending times along with assigned duty
Non teaching times to be deducted includes minutes at lunch (usually 30) and free period (planning period for teaching substituting for - unless assigned work)
Total work time equals total time less time non- working time (hours and minutes)

Southeastern Local Schools

Southeastern Local Schools

www.sels.us

Board Office
226 Clifton Road
South Charleston, OH 45368
P (937) 462-8388
F 1-888-207-9654
David Shea, Superintendent

Starting times
Junior/Senior High 7:45 -3:00
Elementary 7:55-3:10
*Please arrive 30 minutes prior to start time.

Southeastern Junior/Senior High School (7-12)
195 E. Jamestown Street
South Charleston, OH 45368
P (937) 462-8308
F (937) 462-8394
Tim Bell, Principal

Miami View Elementary (PreK-6)
230 Clifton Road
South Charleston, OH 45368
P (937) 462-8364
F (937) 462-7914
Nick Banion, Principal

Southeastern Jr./Sr. High School (7-12)

Parking: Substitutes can park in the lot along the Trojan Athletic Center (TAC). This is the large gray building by the baseball fields. This lot can be accessed via Clifton Rd.

Dress Code: Business casual attire.

General Info:

Substitutes should check in at the office when they arrive to receive a sub lanyard.

A staff lounge is available for subs. The lounge has a refrigerator, stove, microwave, etc. There is no lunch available for purchase, substitutes should plan to bring their own meals.

Southeastern Local School District
2026-2027
Pay Schedule
Substitutes & Extra Time Only

Month	Pay Day	Pay Period		Turn In Date	
		Begin	End		
July	7/3/26	5/24/26	6/13/26	6/15/26	3Wk
	7/20/26	6/14/26	7/4/26	7/6/26	3Wk
August	8/5/26	7/5/26	7/18/26	7/20/26	
	8/20/26	7/19/26	8/8/26	8/10/26	3Wk
September	9/4/26	8/9/26	8/22/26	8/24/26	
	9/18/26	8/23/26	9/5/26	9/8/26	
October	10/5/26	9/6/26	9/19/26	9/21/26	
	10/20/26	9/20/26	10/3/26	10/5/26	
November	11/5/26	10/4/26	10/17/26	10/19/26	
	11/20/26	10/18/26	11/7/26	11/9/26	3Wk
December	12/4/26	11/8/26	11/21/26	11/23/26	
	12/18/26	11/22/26	12/5/26	12/7/26	
January	1/5/27	12/6/26	12/19/26	12/21/26	
	1/20/27	12/20/26	1/2/27	1/4/27	
February	2/5/27	1/3/27	1/16/27	1/19/27	
	2/19/27	1/17/27	2/6/27	2/8/27	3Wk
March	3/5/27	2/7/27	2/20/27	2/22/27	
	3/19/27	2/21/27	3/6/27	3/8/27	
April	4/5/27	3/7/27	3/20/27	3/22/27	
	4/20/27	3/21/27	4/3/27	4/5/27	
May	5/5/27	4/4/27	4/17/27	4/19/27	
	5/20/27	4/18/27	5/8/27	5/9/27	3Wk
June	6/4/27	5/9/27	5/22/27	5/24/27	
	6/18/27	5/23/27	6/5/27	6/7/27	

Southeastern Local School District

Certified Substitute Time Sheet

Name: _____ Pay Dates: _____

Date	Subbed For:	Check One		Check One	
		Half Day	Whole Day	MV	HS

Payroll Use Only:

#Days:_____ x $_____ =$_____

Grand Total:$_____

_____
Substitute Signature

_____
Principal Signature

*Payment will not be made without Employee AND Supervisor Signatures

SELS Treasurer's Office 8/23

Springfield-Clark CTC

Springfield Clark Career Technical Center

www.scctc.org

Board Office
1901 Selma Road
Springfield, OH 45505
P (937) 325-7368
F (937) 325-7452
Michelle Patrick, Superintendent

Starting Times
7:50-2:06pm

Springfield Clark Career Technical Center
1901 Selma Road
Springfield, OH 45505
P (937) 325-7368
F (937) 325-9390
Chris James, Executive Director
Chad Mossing, Incoming Executive Director
Janel Bumgarner, Director of CTE & Student Services
Jenni Shaffer, Director of CTE & Student Development
Jeff Thoman, Director of Technology
Luke Campbell, Campus Administrative Assistant

Springfield Clark Career Technical Center

Parking:
Substitutes can park in CTC visitor parking, which is the first row of spots in the larger student parking lot. This can be accessed when you first turn off Selma Rd. Subs must avoid parking in the CTC roundabout near the main office, as this is the bus circle that is utilized for morning, half day, and afternoon busing.

Dress Code:
Substitutes should wear business casual clothing. No shorts allowed.

General Info:
Luke Campbell will provide substitutes with a folder with a staff directory, pay schedule, bell schedule, and all other important emergency information upon arrival. He also provides a badge and room keys for your assignment that day. CTC also provides a punch card to earn a free meal in our Jag Room (student restaurant) after subbing for us 8 times.

Substitutes are encouraged to utilize the staff break rooms on campus. The main break rooms are in building A and building E. Both have appliances and refrigerators that could be utilized.

Lunch can be purchased in the cafeteria, but you must use cash to pay. For a full staff lunch (entree and salad bar), this would be $5. For just the salad bar, this would be $2. Tuesday-Wednesday, the CTC Jag Room is open from 10:45am-12:15pm. There is a varying menu, but a meal can be purchased here with cash or card, and ranges from $5-$12.

SPRINGFIELD-CLARK CTC CAREER TECHNOLOGY CENTER
The Path to Success

CAREER OPPORTUNITIES COMMIT SPRINGFIELD CLARK CTC MAKING MEANINGFUL IMPACT TODAY!

Payroll Schedule 2026-2027

SUBs / 24 pays

Payroll Date	TIMESHEET/ Attendance Dates being paid	Paperwork due to Payroll by NOON of:	
09/04/2026	Aug 10 - Aug 23, 2026	08/25/2026	
09/18/2026	Aug 24 - Sept 06, 2026	09/08/2026	
10/05/2026	Sept 07 - Sept 20, 2026	09/22/2026	
10/20/2026	Sept 21 - Oct 04, 2026	10/06/2026	
11/05/2026	Oct 05 - Oct 25, 2026	10/27/2026	***3 week
11/20/2026	Oct 26 - Nov 08, 2026	11/10/2026	
12/04/2026	Nov 09 - Nov 22, 2026	11/24/2026	
12/18/2026	Nov 23 - Dec 06, 2026	12/08/2026	
01/05/2027	Dec 07 - Dec 20, 2026	12/22/2026	
01/20/2027	Dec 21 - Jan 10, 2027	01/12/2027	***3 week
02/05/2027	Jan 11 - Jan 24, 2027	01/26/2027	
02/19/2027	Jan 25 - Feb 07, 2027	02/09/2027	
03/05/2027	Feb 08 - Feb 21, 2027	02/23/2027	
03/19/2027	Feb 22 - Mar 07, 2027	03/09/2027	
04/05/2027	Mar 08 - Mar 21, 2027	03/23/2027	
04/20/2027	Mar 22 - Apr 04, 2027	04/06/2025	
05/05/2027	Apr 05 - Apr 25, 2027	04/27/2027	***3 week
05/20/2027	Apr 26 - May 09, 2027	05/11/2027	
06/04/2027	May 10 - May 23, 2027	05/25/2027	
06/17/2027	May 24 - June 06, 2027	06/08/2027	
07/02/2027	June 07 - June 20, 2027	06/22/2027	
07/20/2027	June 21 - July 04, 2027	07/06/2027	
08/05/2027	July 05 - July 25, 2027	07/27/2027	***3 week
08/20/2027	July 26 - Aug 08, 2027	08/10/2027	

Tecumseh Local Schools

Tecumseh Local Schools

www.tecumseh.k12.oh.us

Board Office
9760 W. National Road
New Carlisle, OH 45344
P (937) 845-3576
F (937) 845-4453
Paula Crew, Superintendent

Tecumseh High School (9-12)
9830 W. National Road
New Carlisle, OH 45344
P (937) 845-4500
F (937) 845- 4547
Aaron Oakes, Principal
Zach Hyden, Assistant Principal

Tecumseh Middle School (6-8)
10000 W. National Road
New Carlisle, OH 45344
P (937) 845-4465
F (937) 845-4484
Lauren McFarland, Principal
Chris Hauf, Assistant Principal

New Carlisle Elementary (2-5)
1203 Kennison Drive
New Carlisle, OH 45344
P (937) 845-4480
F (937) 845-5029
Kathryn Randenburg, Principal

Donnelsville Elementary (2-3)
150 E. Main Street
Donnelsville, OH 45319
P (937) 845-4540
F (937) 882-6192
Jay Burkholder, Principal

Starting times

High School	7:30-2:45
Middle School	7:30-2:45
Elementary	8:45-3:45
Medway	9:00-4:00

Park Layne Elementary (K-1)
12335 Dille Road
New Carlisle, OH 45344
P (937) 845-4470
F (937) 849-6750
Karyl Strader, Principal

Medway (Pre-K) * *ESC School*
116 Middle Street
Medway, OH 45341
P (937) 845-4475
F (937) 849 -6729

Tecumseh High School

Parking: When one turns off West National Road (Route 40) into the driveway to the high school (the first building after the Board Office---coming from Springfield), there is a large lot at what appears to be the front of the building. That is the student lot and far from the main entrance. The main office entrance is located on the EAST side of the building/ around the right side of the building under a covered sidewalk. Park here in the visitor area.

General Info:
Report to the office, which is the first door on the right when one comes in the main entrance off the visitors EAST parking lot. The secretary will provide one with a substitute folder, a key, and directions to the room. Inquire about the bell schedule and other duties for the day.

If bringing a lunch, there are five teacher lounges in the building, one connected to the cafeteria, and one in each of the upstairs and downstairs halls (B & C). There are refrigerators and microwaves in each. A regular lunch may be purchased in the cafeteria for $3.50; additional cost for drink (milk $.50) and/or ala carte. Requests for cafeteria meals will be to be made early in the day. There are restrooms for staff on the way into each lounge area in B & C hall. There are also pop machines available for

Tecumseh Middle School (6-8)

Parking: When one turns off West National Road (Route 40) into the driveway in front of the middle school (the second large building coming from Springfield and the one closest to the road), parking is available directly in front of the school.

General Info:
Report to the office, which is the first door on the left when one comes in the main entrance off the visitors parking lot at the front of the building. The secretary will provide

the substitute with a substitute folder, a key, and directions to the room. Inquire about the bell schedule and other duties for the day.

The cafeteria (Rm. 141) is directly down the long hall that runs from the main entrance to the back of the building. A regular lunch may be purchased in the cafeteria for $3.50; additional cost for drink (milk $.50) and/or ala carte. Requests for cafeteria meals will be to be made early in the day. There is a staff lounge with refrigerator and microwave off the back corner and one in the lower hall near Room 105 where one can keep a lunch if brought from home. There are staff restrooms available in each hall.

New Carlisle Elementary School (4-5)

Parking: Take a left off Route 235 onto Galewood Avenue. Then, turn right onto Kennison Avenue. Follow this street all the way into the parking lot. Warning: after Kennison crosses Drake Avenue, it looks like the road dead ends into a field, but it does not. Follow the road around to the left and the school will then be visible. Parking is on the right side of the building.

General Info:
Report to the office, which is immediately on the left when one enters from the staff parking lot at the right front of the building. The secretary will provide the substitute with a substitute folder, a key, and directions to the room. Inquire about the bell schedule and other duties for the day.

Staff restrooms are available between Rooms 111 and 109 and on the right after passing the Library. The staff lounge with microwave and refrigerator (where one can put a lunch from home) is next to room 51A. The cafeteria is directly down the main hall next to the gym. A regular lunch may be purchased in the cafeteria for $3.50; additional cost for drink (milk $.50) and/or ala carte. Requests for cafeteria meals will be to be made early in the day.

Donnelsville Elementary School (2-3)

Parking: When one turns off West National Road (Route 40) into the driveway to the school, parking is available in the lot to the left of the building.

General Info:
Report to the office, which one enters immediately from the main entrance off the visitors parking lot in front of the building. The secretary will provide the substitute with a substitute folder, a key, and directions to the room. Inquire about the bell schedule and other duties for the day.

There is a staff lounge immediately off the cafeteria (Room 115) down the hall in front of the office and to the left where a microwave and refrigerator are available. If one brings a lunch, it can be stored here. A regular lunch may be purchased in the cafeteria for $3.50; additional cost for drink (milk $.50) and/or ala carte. Requests for cafeteria meals will be to be made early in the day. There are staff restrooms on each floor directly between each boys and girls restrooms. There are also staff restrooms in the office as well.

Park Layne Elementary School (K-1)

Parking: At Park Layne, after one enters off Dille Road, at the right there is a staff parking lot to the side and a visitors lot across the front.

General Info:
Report to the office, which is immediately on the left when one enters from the staff parking lot at the right front of the building. The secretary will provide the substitute with substitute folder, a key, and directions to the room. Inquire about the bell schedule and other duties for the day.

The cafeteria is down the main hall to the right after leaving the office. A regular lunch may be purchased in the cafeteria for $3.50; additional cost for drink (milk $.50) and/or ala carte. Requests for cafeteria meals will be to be made early in the day. The staff dining/lounge area with refrigerator (where one can put a lunch from home) and

microwave can be accessed through the office itself. Staff restrooms accessible by key are located between the boys and girls restrooms.

Medway Pre-K School

This building belongs to Tecumseh Local but the program/employees belong to the Clark County ESC who pay the substitute teacher/aide.

Parking: Traveling north from the light in Medway, turn left at the first street, Middle Street. Enter the driveway off Middle Street (Medway). The driveway is about half a block down on the right. Parking is available in front of the building or on the right.

General Info:
The pre-K entrance is at the front of the building, Once one enters, the office is through the doors on the right. Report there and the secretary will provide the substitute directions to the room.

The cafeteria is down the main hall from the office, and the staff dining/lounge area with refrigerator (where one can put a lunch from home) and microwave can be accessed through the rear of the cafeteria. A regular lunch may be purchased in the cafeteria (operated by Tecumseh Local employees) for $3.50; additional cost for drink (milk $.50) and/or ala carte. Requests for cafeteria meals will need to be made early in the day. There is also a staff restroom next to Room 106 in the Pre-K hall.

2026-2027 PAYROLL SCHEDULE

TIMESHEET DATES	TURN IN	PAY DAY
June 7 - June 27	June 26	July 3
June 28 - July 11	July 10	July 20
July 12 - July 25	July 24	August 5
July 26 - August 8	August 7	August 20
August 9 - August 22	August 21	Sept 4
August 23 - Sept 5	Sept 4	Sept 18
Sept 6 - Sept 19	Sept 18	Oct 5
Sept 20 - Oct 10	Oct 9	Oct 20
Oct 11 - Oct 24	Oct 23	Nov 5
Oct 25 - Nov 7	Nov 6	Nov 20
Nov 8 - Nov 21	Nov 22	Dec 4
Nov 22 - Dec 5	Dec 4	Dec 18
Dec 6 - Dec 19	Dec 18	Jan 5
Dec 20 - Jan 9	Jan 8	Jan 20
Jan 10 - Jan 23	Jan 22	Feb 5
Jan 24 - Feb 6	Feb 5	Feb 19
Feb 7 - Feb 20	Feb 19	March 5
Feb 21 - March 6	March 5	March 19
March 7 - March 20	March 19	April 5
March 21 - April 10	April 9	April 20
April 11 - April 24	April 23	May 5
April 25 - May 8	May 7	May 20
May 9 - May 22	May 21	June 4
May 23 - June 5	June 4	June 17
June 6 - June 26	June 25	July 2

TECUMSEH

Substitutes / Students

Name:_____ SSN:_____ School Code:_____

	Date	Days	Hours	Time * In	Time * Out	Subbed for:	Substitute/Comments
Week							
S							
M							
T							
W							
Th							
F							
S							
Week 2							
S							
M							
T							
W							
Th							
F							
S							
Week 3							
S							
M							
T							
W							
Th							
F							
S							

_____

Principal's/Supervisor's Signature

Rate	Reg	Rate	Misc 1	Rate	Misc 2
Job 2: Rate		Reg			

Clark Educational Center

ESC Program Locations

Tecumseh Preschool - 116 Middle St, Medway, OH 45341

Greenon Preschool - 500 S Xenia Dr, Enon, OH 45323

Northwestern Elementary Units - 5610 Troy Rd, Springfield, OH 45502

Northwestern Jr/Sr High Units - 5780 Troy Rd, Springfield, OH 45502

Southeastern Preschool - 226 Clifton Rd, South Charleston, OH 45368

Miami View Units - 226 Clifton Rd, South Charleston, OH 45368

Southeastern Jr/Sr High Units - 195 E Jamestown St, South Charleston, OH 45368

Clark Education Center - 601 Selma Rd, Springfield, OH 45505

SCHEDULE OF PAYROLL DATES FOR 26/27 SCHOOL YEAR

	Pay Period Begin Date	Pay Period End Date	# weeks in pay period	Timesheet Due by 4 PM	Pay Date
1	8/16/2026	8/29/2026	2	8/28/2026	9/4/2026
2	8/30/2026	9/12/2026	2	9/11/2026	9/18/2026
3	9/13/2026	9/26/2026	2	9/25/2026	10/5/2026
4	9/27/2026	10/10/2026	2	10/9/2026	10/20/2026
5	10/11/2026	10/24/2026	2	10/23/2026	11/5/2026
6	10/25/2026	11/14/2026	3	11/13/2026	11/20/2026
7	11/15/2026	11/28/2026	2	11/27/2026	12/4/2026
8	11/29/2026	12/12/2026	2	12/11/2026	12/18/2026
9	12/13/2026	12/26/2026	2	12/24/2026	1/5/2027
10	12/27/2026	1/9/2027	2	1/8/2027	1/20/2027
11	1/10/2027	1/23/2027	2	1/22/2027	2/5/2027
12	1/24/2027	2/6/2027	2	2/5/2027	2/19/2027
13	2/7/2027	2/20/2027	2	2/19/2027	3/5/2027
14	2/21/2027	3/6/2027	2	3/5/2027	3/19/2027
15	3/7/2027	3/27/2027	3	3/26/2027	4/5/2027
16	3/28/2027	4/10/2027	2	4/9/2027	4/20/2027
17	4/11/2027	4/24/2027	2	4/23/2027	5/5/2027
18	4/25/2027	5/8/2027	2	5/7/2027	5/20/2027
19	5/9/2027	5/22/2027	2	5/21/2027	6/4/2027
20	5/23/2027	6/5/2027	2	6/4/2027	6/18/2027
21	6/6/2027	6/26/2027	3	6/25/2027	7/2/2027
22	6/27/2027	7/10/2027	2	7/9/2027	7/20/2027
23	7/11/2027	7/31/2027	3	7/30/2027	8/5/2027
24	8/1/2027	8/14/2027	2	8/13/2027	8/20/2027

Clark County Educational Service Center

SUBSTITUTE REQUEST FOR PAY FORM

TIMESHEET must be submitted to **The Clark County ESC** as soon as your job has been completed.
***SUBSTITUTES are paid in arrears;** please check the `ESC Pay Schedule' of the current school year to see when payment of the week worked will be made.*

NAME: _____

Last 4 of SS#: _____ **PHONE#:** _____

Address: _____ **CITY/Zip:** _____

Please list dates and actual hours worked

One Sheet per Week

****** Teacher from the ESC unit or the building principal must sign off each day that is subbed******

Date Worked	Start Time	End Time	Hours worked	Covering For: (name of Regular Employee)	Position: (Teacher or Aide)	Building at:	***** Building Signature (Must be obtained daily) *****
Office use line				Pay Code:	Rate:		
Office use line				Pay Code:	Rate:		
Office use line				Pay Code:	Rate:		
Office use line				Pay Code:	Rate:		
Office use line				Pay Code:	Rate:		

I confirm the above is true & accurate to the best of my knowledge & request to be paid for said work preformed.

Signature of Substitute: _____

DATE: _____

FORMS NOT TURNED IN WITHIN 30 DAYS OF WHEN WORK WAS PREFORMED COULD BE DENIED PAYMENT

Original Treasurer
Yellow File
Pink to Substitute

Time Sheets can be emailed to payroll@clarkesc.org or faxed to 937-717-0518