

Important Substitute Management Information

For Stark County Schools Council

Substitute Teachers



IMPORTANT -- PLEASE READ!

- ~ **gmail:** approved substitutes are assigned an ESC sub gmail account (firstname.lastname@subs.sparcc.org)
This gmail will be the vehicle used for all communication between the Council and subs – it is secure and professional, and it immediately identifies you as a county sub. **Please check it frequently!**
 - ~ **Online Documents/Acknowledgements and Sub Activation:**
After your substitute application, SBOE license, transcript, and background check has been approved, you will receive a sub gmail from “no reply” inviting you to electronically complete three online documents.
(emergency contact information, non-conviction statement, substitute handbook acknowledgement)
 - ~ **Public School Works:**
Any required Public School Works courses will be assigned through your ESC sub gmail account.
- After all documents have been submitted and approved, your name will be “activated” on the sublist, and you will receive a confirmation email with important attachments.***

SmartFindExpress (SFE) - Sub Management

Stark County Schools Council is using the automated substitute management system “SmartFindExpress” for finding and managing substitute teaching jobs in the following school districts/classes:

<i>Brown Local (Malvern)</i>	<i>Marlington Local</i>	<i>R.G. Drage Career Center</i>
<i>Canton Local (Canton South)</i>	<i>Massillon City</i>	<i>Stark County ESC Preschool Classes</i>
<i>Dalton Local</i>	<i>Minerva Local</i>	<i>Stark County ESC Special Education Classes</i>
<i>Fairless Local</i>	<i>North Canton City</i>	<i>Stark County Learning Ctr@Orchard Hill</i>
<i>Lake Local</i>	<i>Northwest Local</i>	<i>Strasburg-Franklin Local</i>
<i>Louisville City Schools</i>	<i>Osnaburg Local (E. Canton)</i>	<i>Tuslaw Local</i>

IMPORTANT SmartFind & PAYROLL INFORMATION

- ~ Login information along with your Access ID/District Username for the above districts will be emailed to you.
- ~ If you have not been paid by the Stark County ESC Substitute Consortium within the last 12 months, you will receive a sub gmail from “no reply” inviting you to complete necessary payroll forms electronically.
- ~ *All substitutes are required to have direct deposit; your pay stub will be emailed to your ESC assigned sub gmail.*
- ~ For the I-9 document, **you will be required to upload TWO CURRENT FORMS OF ID (be sure they are in PDF or JPEG format).** If you need assistance uploading documents, you may bring them to the office for assistance.
- ~ Please note that if you are subbing for Lake Local, you will need to complete Lake’s payroll documents.

Frontline/AESOP - Sub Management

The following school districts are using the sub management program called Frontline/AESOP for finding and managing substitute teaching assignments:

<i>Alliance City Schools</i>	<i>Perry Local</i>	<i>Sandy Valley Local</i>
<i>Jackson Local</i>	<i>Plain Local</i>	

IMPORTANT INFORMATION

- ~ If you signed up to substitute in one or more of the above listed districts, you will receive your login information directly from the individual district(s).
- ~ When substitute teaching for any of these districts, you will complete their individual payroll paperwork.
- ~ If you wish to substitute for Canton City Schools, Carrollton Exempted Village, or Green Local Schools, you will need to contact them directly as they have their own application process.

If you have any questions, email or call the substitute teaching office at substitute@apps.sparcc.org or 330-492-8136, ext. 1312.