



ESC Substitute Newsletter

Welcome to the 2026-27 School Year!

Welcome back! We are excited to have you as a valued member of the ESC of Central Ohio Substitute Team.

Whether you are returning or joining us for the first time, your flexibility, professionalism, and commitment to students help make a positive difference every day. Your work supports our partner districts and helps ensure students continue to receive quality instruction when their regular teacher is unavailable.

As we begin another year of learning, this newsletter provides important updates, reminders, and resources to help you have a successful school year.

Important Reminders for the 2026-27 School Year

Licensure

All substitute teachers must hold a valid Ohio substitute or teaching license. Please ensure your license remains current and all required documentation is on file with ESC of Central Ohio.

Background Checks

If you are a new substitute or your BCI and FBI background checks have expired, updated screenings must be completed before accepting assignments.

Absence Management

Absence Management (formerly Frontline) remains our substitute assignment system. Please keep your availability updated and check the system regularly for opportunities.

Need assistance? Contact Human Resources or visit the Substitute Resources section of our website.
Payroll Information

The 2026-27 payroll schedule is available on the ESC of Central Ohio website under **Substitute Resources**.

Service Requirement

To remain active as an ESC of Central Ohio substitute, substitutes are expected to work a minimum of **10 days during the 2026-27 school year**.

Substitutes who do not fulfill this requirement may not be eligible to continue substitute teaching with ESC of Central Ohio during the 2027-28 school year.

Substitute Success Tips

Arrive Early

Arrive 20-30 minutes before students enter whenever possible. This allows time to review lesson plans, locate materials, and become familiar with the classroom environment.

Make a Strong First Impression

Introduce yourself confidently, write your name on the board, and establish clear expectations from the start.

Follow the Lesson Plan

Do your best to follow the teacher's plans and schedule. Consistency helps students stay engaged and successful.

Learn School Procedures

Know emergency procedures, attendance expectations, lunch schedules, and dismissal routines. When in doubt, ask office staff or neighboring teachers for assistance.

Build Positive Relationships

Learn students' names, acknowledge positive behavior, and maintain a respectful and encouraging classroom environment.

Stay Flexible

Every classroom is different. Flexibility and adaptability are among the most valuable skills a substitute teacher can bring.

Leave Detailed Notes

Provide the teacher with a summary of the day, including lessons completed, attendance concerns, student behavior, and anything requiring follow-up. Be sure to leave positive comments also.

Bring a Substitute Toolkit

Consider keeping these items with you:

- Pens and pencils
- Sticky notes
- Notebook or planner
- Classroom management strategies
- Age-appropriate educational activities
- Timer or watch
- Positive reinforcement tools

Take Attendance Seriously

Accurate attendance reporting is critical to student safety. Clarify attendance procedures with school staff if needed.

Practice Professionalism

Maintain confidentiality, follow district policies, and represent ESC of Central Ohio professionally in every building.

Connect with Staff

Introduce yourself to office personnel, administrators, and neighboring teachers. Developing positive relationships often leads to additional opportunities and support.

Long Term Substitute Opportunity

From time to time districts need long term substitutes. If you are interested in being on a list of possible candidates for long term subbing, contact your HR Rep (Kim or Patti) and let them know.

Helpful Resources

Visit the **Substitute Resources** page on the ESC of Central Ohio website for:

- Substitute Handbook
- Absence Management Resources
- Payroll Schedules
- Licensure Information
- Background Check Information
- Professional Development Opportunities

Human Resources Contacts

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Meet the Human Resources Team



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Thank You!

Thank you for serving the students and schools of Central Ohio. Your dedication, flexibility, and commitment to student success are greatly appreciated.

We wish you a successful, rewarding, and enjoyable 2026-27 school year!

ESC of Central Ohio Human Resources Team

"Supporting Those Who Support Students"