

PUTNAM COUNTY EDUCATIONAL SERVICE CENTER
124 PUTNAM PARKWAY
OTTAWA, OHIO 45875
TELEPHONE: 419-523-5951 FAX: 419-523-6126

**SUBSTITUTE TEACHER Forms for
Putnam County Public Schools and Putnam County ESC**

NAME _____

ADDRESS _____

CITY, STATE ZIP _____

PREFERRED PHONE # _____ 2ND PHONE # _____

EMAIL: _____

CERTIFICATION/LICENSURE AREA: _____

If your degree is not in education, please indicate your area of concentration:

Please list the Putnam County Public Schools in which you prefer to substitute or list "All Schools".

☐ Columbus Grove

☐ Kalida

☐ Ottawa Glandorf

☐ Continental

☐ Leipsic

☐ Ottoville

☐ Ft. Jennings

☐ Miller City New Cleveland

☐ Pandora Gilboa

Please indicate if you have a grade level preference: _____

If the school (s) you checked above house a Putnam County ESC Special Education or Preschool Special Education/Preschool classroom would you be interested in substituting in these classrooms?

Special Education ☐ Yes ☐ No Preschool ☐ Yes ☐ No

If you are available only certain days of the week/hours of the day, please indicate:

Other Notes: _____

Would you be interested in doing after-school tutoring? ☐ Yes ☐ No

IMPORTANT: Have you lived continuously in Ohio the past 5 years? ☐ Yes ☐ No

NOTE—We reserve the right to verify residency.

I acknowledge that I have read the Licensure Code of Professional Conduct found on the ESC website at bit.ly/3VUbzdl

SIGNATURE _____ DATE _____

We will also need the following:

1. A copy of your valid teaching license.
2. Background Reports: All new substitute teachers, must undergo BCI/FBI Criminal Background Checks and returning substitute teachers must renew FBI background checks every 5 years. Background reports can be done at the Putnam County ESC, call for an appointment. The BCI cost \$32 and FBI cost \$32.

Failure to have current background reports on file or fraudulently answering the question verifying Ohio residency will prohibit employment.

If you no longer wish to be on the substitute list, please notify Ann Niese at the Putnam County ESC as soon as possible either by phone: 419-523-5951, Ext. 3001 or email ann.niese@putnamcountyesc.org. Questions about substitute teaching should also be directed to Ann Niese.

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PUTNAM COUNTY EDUCATIONAL SERVICE CENTER

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COUNTY SERVICES

General Education Coordination
Special Education Services /
Coordination
Curriculum Services
Preschool & Early Childhood
Education/Coordination
Grants Management
Red Cross Provider
Project MORE
Migrant Education Regional Provider

This letter provides notice of reasonable assurance of continued employment with the district when each school term resumes after a scheduled school break. By virtue of this notice, please understand that you may not be eligible for unemployment insurance benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter, and spring breaks. This assurance is contingent upon continued school operations and will not apply in the event of any disruptions that are beyond the control of the district (e.g., lack of school funding, natural disasters, court orders, public insurrections, war, etc.).

This is not an employment contract. Your continued employment is on an at-will basis. Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible reasons. At-will employees are free to resign at any time for any reason or for no reason.

Your services on behalf of the children are appreciated, and we hope that you will be able to continue your association with the districts.

Please complete the following information and return. Failure to sign and return this letter will be treated as a voluntary resignation.

Name (print)

Address

City, State, Zip

E-mail

Telephone

Signature

Date

LOCAL SCHOOL DISTRICTS

Columbus Grove - Continental - Jennings - Kalida - Leipsic - Miller City-New Cleveland
Ottawa-Glandorf - Ottoville - Pandora-Gilboa