

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 received a copy of "Licensure Code of Professional Conduct for Ohio Educators"

SIGNATURE _____ DATE _____

We will also need the following:

1. A copy of your valid teaching license must be on file.
2. **Background Reports:** All new substitute teachers, as well as teachers renewing licenses, must undergo Criminal Background Reports. When you first come on the list, both Ohio BCII and National FBI reports are required (Cost: \$64.) If you are renewing a license, only the FBI Report is required if you have previously had a BCII Report AND have lived in Ohio continuously for the past 5 years (Cost: \$32). Background reports can be done at the Putnam County ESC – call for an appointment. **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. Rev. May 2020

PUTNAM COUNTY EDUCATIONAL SERVICE CENTER

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COUNTY SERVICES

General Education Coordination
Special Education Services /
Coordination
Preschool & Early Childhood
Education/Coordination
Alternative Education Program
Technology Coordination
Grants Management

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