

Part I Script "Introduction"

Introduction of the COG and Staff

Welcome to the Southwest Ohio Council of Governments, or SWOCOG, Substitute Orientation. In this course you will find all pertinent information to become a valued substitute teacher in schools throughout Butler and Warren Counties, as well as have an understanding of the logistical side of being a substitute teacher.

In this course we'll give an overview of:

- What it is to be a substitute teacher in the SWOCOG,
- How to access all important information in order to get jobs as a substitute teacher on the Frontline website or app, and
- Where to find all payroll information and retirement benefits.

The Southwest Ohio Council of Governments is a partnership between Butler County Educational Service Center and Warren County Educational Service Center, established in June 2012, and is the sole provider of certified substitute teachers for the SWOCOG partner school districts.

Participating districts will only employ certified substitute teachers who have been vetted and hired through the SWOCOG. Our certified substitute teachers may fulfill assignments in any of the SWOCOG districts. Substitute teachers without a bachelor's degree may sub in any SWOCOG district that has recommended them. As a substitute teacher in the SWOCOG you will have the option to also be a substitute paraprofessional for Warren County ESC's special needs programming.

The COG Website

These retirement systems offer financial stability for your future and are in lieu of contributing to social security. You can learn more about the STRS system at strsoh.org and the SERS system at ohsers.org.

How to find all necessary resources

Let's take a minute to navigate through the COGSubs website.

Once you've landed on the homepage, you can access all the necessary tools from the banner at the top. The home page contains an overview of the different districts within Butler and Warren counties and their district calendars. The homepage also contains the contact information for Human Resources, Payroll Services, and Employment Management if you need any additional support along the way.

For future reference, the Background Checks Tab can be used to schedule your 5-year required FBI background check renewal.

Quick Links

Quick Links includes helpful information about pay dates, licensure, Frontline, Kiosk, Public School Works, the Employee Handbook, and additional information on retirement, specialized programs, workers comp and tips and guides. We recommend you take a look at and bookmark this site.

Payroll

Within Quick Links, you can access your Payroll Information. Pay earned through substitute teaching is directly deposited semi-monthly. The pay schedule can be