

Part III Script

"Your career as a Substitute Teacher"

Welcome to the final portion of your Substitute Orientation. Upon completing this video, and ultimately this course our goal is that you are well equipped to be a valuable substitute teacher throughout Butler and Warren counties.

Although the logistical aspects of getting and fulfilling substitute jobs is integral to your success as a substitute teacher, your success in the classroom is even more important. Within this section of the course and through other available resources on Public School Works and the Cogsubs website, our goal is to set you up for success as a substitute teacher.

Expectations for SWOCOG substitutes

Substitutes who follow expectations and receive positive feedback from teachers and students are more likely to be successful and asked to return.

We trust you to use your best judgment when dealing with situations in the classroom. While we cannot prepare you for every situation, we aim to provide the resources and general guidelines on how to navigate a school environment. While all sub assignments will be unique, the expectation for a substitute is the same for any teacher — ensuring that classrooms are never left unattended and that you are following proper policy and safety protocol, and implementing the provided lesson plan.

The best way to ensure you're getting sub jobs on a consistent basis is to be a valued sub among teachers, even making their favorite subs list. Here's how you can increase your likelihood of doing so:

- Leave the classroom as you found it - clean up after yourself and students;
- Follow the provided lesson plan, and communicate clearly where you left off if you weren't able to complete it;

Strikes, Consequences, Conflict Resolution

Having knowledge of what might put your likelihood of getting sub jobs at risk is another way we want to set you up for success.

Our foremost priority is ensuring the safety of our students — and we want to ensure YOUR job security as well. Disciplinary action is conducted through a "Strikes" system. Failure to adhere to the expectations will result in a strike. We work with individuals on a case-by-case basis and will always go through proper investigative processes and ensure confidentiality. If a substitute does not meet the expectations of the classroom teacher or administrative staff, that substitute will find their opportunities limited. Depending on the severity of their actions, subs may be blocked from districts entirely regardless of the amount of strikes.

Strikes will result from the following unacceptable behaviors, including but not limited to:

- Repeatedly arriving late to jobs.
- Job Shopping, which means accepting an assignment and then canceling it right before it's time to report in order to take a different assignment.
- Disciplining students. If a circumstance necessitates disciplinary action for a student, contact an administrator, and document the incident for the teacher when they return.
- Discussing socio-political opinions of any kind.
- Inappropriate language of any kind.
- Engaging through social media or other forms of communication including texting, phone calls, online chats with students. Do not follow or become friends in any capacity with students on any social media platform.
- Leaving the class unattended. We recommend knowing how to contact the main office and who your neighboring teachers are at each sub job so you are prepared for any potential extenuating circumstances.
- Breaking confidentiality. Do not access or share the personal information

- **Injury requiring Immediate Care** - If an injury requires immediate care but is not life threatening, please notify the building administrator or secretary so someone can cover the room, and then seek medical care.
- **Minor Injuries** - Minor injuries are those that can be addressed with on-site first aid and do not typically require medical treatment. While these injuries do not need to be reported to a building administrator, please follow the guidelines on Accident Reporting.

All injuries should be reported through the "Workers Compensation Accident Reporting Link" on the CogSubs website under "Quick Links." Any adult that witnessed the injury should also report what they saw using the same form. Complete the reporting procedures within 24-48 hours.

For major injuries, seek immediate care on the day the incident has occurred. The first medical visit can occur at the provider of your choice. If additional care is needed, it will need to be through an approved worker's compensation doctor. You can get details on this by going to the CogSubs website or reaching out to a SWOCOG HR specialist.

When seeking medical treatment, be sure to identify that your injury is a workplace injury and the employer is the Southwest Ohio Council of Governments. Do not use the name of the district you are subbing in unless it's a long term assignment and you have been hired directly by the district. That also goes for incident reporting paperwork. Please follow the SWOCOG guidelines unless you have been hired directly by the district. If you are unsure, you can always contact an HR support specialist for guidance or clarification.

Types of Licenses

The Ohio Department of Education and Workforce or ODEW offers several types of licenses for substitute teachers.

CogSubs Website or contact a SWOCOG HR Specialist for how to renew your background check.

Annual Intent to Return Form

An "Intent to Return" is a form that indicates you are interested in returning to substitute for the Southwest Ohio Council of Governments in the future school year, by providing current contact information. If your license does not expire for that future school year and the COG already has it on file, you do not need to renew and this is the only form that needs to be completed and submitted.

Updated ODE License Form

If your license expires at the end of the current school year, you will need to renew your license with ODEW in order to continue subbing for the next school year. Once you have a copy of your renewed license, it will need to be uploaded to the "Updated ODE License Form." Once the form is completed with your current contact information and the license is attached, it needs to be submitted with your "Intent to Return form."

Both forms must be submitted at the same time, and once received and reviewed by the SWOCOG HR Support Specialist, a confirmation email will be sent to you.

Whether you are renewing your license or at any point have resigned and would like to return, we are happy to have you back! If you have resigned, you will request to be reactivated.

Request to Be Reactivated as a SWOCOG Substitute

In order to be reactivated, the required documents are as follows:

1. The Request to be Reactivated Form

This concludes your orientation as a substitute teacher! Upon completing this course and our HR Support Specialists have reviewed your progress, you will receive an email from Frontline to set up your account. Be sure to revisit this course to follow our recommendations on setting up your account and for a review of any other important information you would like to revisit.

Additional resources and FAQs can be accessed within this course module, as well as on their respective Public School Works and SWOCOG Pages.

We would like to thank you for your time and attention in becoming a well equipped substitute educator. You will do valuable work and have a great impact on schools and students throughout our area. Remember our HR Support Specialists are available should you need any assistance as you get started and throughout your career as a substitute teacher.