



## 2026-2027 Substitute Employee Handbook

On behalf of the Butler and Warren County Educational Service Centers and the Southwest Ohio Council of Governments (SWOCOG), we recognize and appreciate the vital role you play in supporting our local school districts.

SWOCOG employs substitute teachers on behalf of school districts in Butler and Warren Counties. Established in 2012 by the Warren County Educational Service Center and the Warren County Commissioners, SWOCOG partners with the Warren County ESC, which serves as the fiscal agent and manages payroll and human resources. Both the Warren and Butler County Educational Service Centers provide onboarding, substitute training, and Frontline/Absence Management services for SWOCOG.

Your service as a substitute teacher is highly valued. You can make a meaningful and positive impact in our schools. By accepting a substitute assignment, you also accept full professional responsibility for the duties of that role. Additionally, you agree to comply with the policies, rules, and regulations of each district in which you serve.

Please review this handbook carefully to familiarize yourself with the policies of the SWOCOG Substitute Consortium. You are required to acknowledge that you have read and understood the information in this handbook annually via Public School Works.

While this handbook provides an overview of general policies, it is not exhaustive. For district-specific information, please contact the respective school districts directly.

On behalf of the Butler and Warren County Educational Service Centers, we thank you for your dedication and extend our best wishes for your success. Your work helps shape young people into skilled, capable, and compassionate citizens.

Sincerely,

Jeff Brandt  
Superintendent  
Butler County Educational Service Center

Tom Isaacs  
Superintendent  
Warren County Educational Service Center

## Employment Information for Substitutes

### Absence Management (formerly Aesop)

The Southwest Ohio Council of Governments (SWOCOG) utilizes **Absence Management**, an automated substitute placement system provided by Frontline Placement Technologies, for K–12 school districts in Butler and Warren Counties.

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### Licensure

To be eligible for compensation as a substitute teacher in the State of Ohio, you must hold a **valid teaching license or substitute teaching license**. A copy of your current credential must be submitted during the SWOCOG onboarding process and again during the annual *Intent to Return* process. This documentation will be kept on file at the SWOCOG office, located within the Warren County Educational Service Center.

*Failure to maintain a valid teaching credential, substitute license, or background check will automatically disqualify you from working as a substitute within SWOCOG member schools.*

Licenses for substitute and credentialed teachers are issued by the **Ohio Department of Education & Workforce (ODEW)**. It is the **responsibility of the employee** to ensure that all required documentation remains current.

Substitute teachers are **not** required to develop an Individual Professional Development Plan (IPDP) or to work through a Local Professional Development Committee (LPDC).

### ODEW – Substitute Teaching License (3+ Fields)

Substitute licenses (1-year or 5-year) are issued in one or more of three teaching fields, determined by the substitute's **post-secondary degree(s)**. The Ohio Department of Education & Workforce now bases eligibility on degrees rather than specific content hours.

#### 1. Degree in Education

License Type: *Education Degree – Unlimited Subbing*

- Valid for substitute teaching in **any subject or grade level**.
- May teach **unlimited days** in a specific class, regardless of subject or grade.

#### 2. Degree in a Subject Related to a Teaching Field

License Type: *Subject-Specific Field* (e.g., Integrated Mathematics)

- Valid for daily substitute teaching in **any subject or grade level**.
- May teach **unlimited days** in the subject area aligned to the degree.
- May teach **up to one semester (60 days)** in a subject **outside** the related field.

**Extension:** If the same assignment extends beyond one semester (60 days), it must be reviewed and approved by the SWOCOG Board. An official approval document will be placed in the substitute personnel file.

### 3. Degree in a Subject Unrelated to Any Licensure Field

License Type: *General Substitute Teaching*

- Valid for daily substitute teaching in **any subject or grade level**.
- May teach **up to one semester (60 days)** in a specific class at any grade level.

**Extension:** As with other fields, assignments beyond 60 days require SWOCOG Board approval, and the approved documentation will be kept in the personnel file.

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### Criminal Background Checks

All individuals working in Ohio schools are required to complete background checks, which include both:

- **BCII** (Bureau of Criminal Identification and Investigation)
- **FBI** (Federal Bureau of Investigation)

The Ohio Department of Education & Workforce will not issue or renew credentials until background checks have been successfully completed and submitted electronically.

Background checks may be completed at:

- **Butler County ESC**
- **Warren County ESC**

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### Non-Discrimination Statement

The SWOCOG Consortium does not discriminate based on race, color, religion, national origin, sex, disability, military status, ancestry, sexual orientation, genetic information, or age in its programs, activities, or employment practices.

The SWOCOG **Human Resources Director** serves as the designated compliance officer responsible for ensuring adherence to state and federal non-discrimination regulations.

- SWOCOG employees may submit discrimination complaints directly to the HR Director.
- Complaints involving non-SWOCOG employees will be referred to by the appropriate district personnel.

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### Attendance

Substitute employees are expected to:

- **Arrive on time** and remain for the **entire workday** as indicated in Absence Management for each assignment.
  - Understand that **late arrivals** or **early departures** may result in **pay reduction** or **removal from the Absence Management system**.
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## Appearance

As a substitute, you serve as a **role model** for students and colleagues. Professional appearance and grooming are always expected.

SWOCOG reserves the right to address attire or grooming issues when such matters are objectively deemed inappropriate or disruptive to district operations or the learning environment.

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## Payroll

### Substitute Pay

Substitute teachers are compensated at a **daily rate**, calculated in **quarter-day increments** based on 2-hour segments. Pay rates are determined individually by each school district.

For current **pay rates and payroll schedules**, visit [CogSubs.com](http://CogSubs.com) under the **Payroll Information Header**.

### Direct Deposit & Payroll Access

SWOCOG processes all substitute pay through **direct deposit**. To receive payment, substitutes must maintain an active checking or savings account at an accredited financial institution.

A **personal email address** is also required to access pay notifications through the **SCView system**. This secure portal allows substitutes to:

- View and print direct deposit pay stubs
- Access W-2 forms
- Update personal information

To access the SCView (Access to Paystubs & W2's):

1. Go to [CogSubs.com](http://CogSubs.com)
2. Select **Quick Links**
3. Choose **SCView (Login)**
  - There is a link for login instructions.

### Payroll Inquiries:

For questions related to payroll or employment verification, contact:

#### Julie Prack

Warren County ESC Payroll Department  
(513) 695-2900, Ext. 3070

[julie.prack@warrencountyesc.com](mailto:julie.prack@warrencountyesc.com)

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## Personal Information Updates

If your personal information changes—such as name, address, phone number, or email—please log into **SCView** account (**Employee Kiosk**) to update your profile:

[Update Profile Information](#)

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## Taxes

SWOCOG is responsible for withholding:

- **Federal**
- **State**
- **School district** income taxes

We are generally **not required** to withhold **municipal income taxes**, except under special circumstances. SWOCOG has internal processes to detect when local tax withholding is necessary and will notify employees if applicable.

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## Retirement System (STRS)

Substitute teachers are required to contribute to the **State Teachers Retirement System (STRS)**. For more information, visit: [www.strsoh.org](http://www.strsoh.org)

If a substitute chooses to withdraw from STRS:

- A **letter of resignation**, visit COGSubs.com and select the **Resignation** link for instructions:
  - [julie.prack@warrencountyesc.com](mailto:julie.prack@warrencountyesc.com)
- The substitute's **Absence Management account will be deactivated** for a minimum of 60 days.
- The resignation will be documented in the substitute's personnel file.

To return to active substitute status, the **Request to Be Reactivated** process must be completed. Details are available at COGSubs.com under the Request to Be Reactivated.

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## Canceling Assignments / Illness / Emergencies

- Substitutes **may cancel** accepted jobs **before the district's cutoff time** as listed in the *School District and Building Information* section.
- **After the cutoff time**, cancellations **cannot** be made through Absence Management. In these cases, the substitute must:
  - Contact the **Building Principal or Secretary** directly
  - Provide a valid **reason** for cancellation

**Failure to follow these procedures may result in removal from the Absence Management system.**

If a substitute arrives at a building and is told the assignment is no longer needed, they may be offered another assignment in the same or nearby building. If they decline the new assignment, a **quarter-day vacancy** will be assigned.

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## Job Shopping

Accepting a job in Absence Management is a **commitment**. Canceling one job to accept another more favorable assignment is considered **Job Shopping** and is strictly prohibited.

Substitutes found to be Job Shopping may be **removed** from assignments in:

- Specific buildings
- Entire districts

Exception: If an administrator reassigns a substitute to a conflicting position, this is **not considered Job Shopping**, and no penalty will apply.

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## Absence Management Account Responsibility

Substitutes **must not search for jobs in Absence Management** while actively working in an assignment **except** during:

- Their **lunch period**
- An **unassigned planning period**

Keep your **user IDs, passwords, and PINs confidential**. Sharing login credentials may result in disciplinary action, up to and including termination.

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## Staff Meetings

Substitutes should follow the **schedule** of the employee they are covering.

Check with school administration to determine if you should attend any staff meetings and whether you are expected to take notes for the absent employee.

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## Web Alerts / School Delays and Closings

**Web Alerts** are posted in Absence Management to communicate:

- School closings or delays
- Important updates
- Administrative contact information

Web Alerts appear on your Absence Management homepage and include the date they were posted.

### Example:

"Lakota Local Schools are operating on a 2-hour delay Thursday, May 20th due to a Curriculum In-Service."

In case of **inclement weather**, it is your responsibility to:

- Check **district websites, news media, or official alerts** for updates.

### If the district is delayed:

Arrive at your assignment based on the **adjusted start time**.

### If the district is closed:

Do **not** report to work. You will **not** be paid for delayed starts or closures—**only hours worked** are compensated.

## **SWOCOG School District Web Sites:**

### **Butler County:**

Butler County Educational Service Center

(*Alternative Program, Pre-school Special Ed, Pre-School Head Start*): [www.bcesc.org](http://www.bcesc.org)

Butler Tech: <http://www.butlertech.org>

Edgewood City Schools: <https://www.edgewoodschools.com/>

Fairfield City Schools: <http://www.fairfieldcityschools.com/>

Hamilton City Schools: <http://www.hamiltoncityschools.com/>

Lakota Local Schools: <http://www.lakotaonline.com/>

Madison Local Schools: <http://www.madisonmohawks.org/>

Middletown City Schools: <http://www.middletowncityschools.com/>

Monroe Local Schools: <http://www.monroelocalschools.com/>

New Miami Local Schools: <http://www.new-miami.k12.oh.us/>

Ross Local Schools: <http://www.rossrams.com/>

Talawanda Schools: <http://www.talawanda.org>

### **Warren County:**

Carlisle Local School District: <http://www.carlisleindians.org/>

Franklin City School District: <http://www.franklincityschools.com/>

Kings Local School District: <https://www.kingslocal.net/>

Lebanon City Schools: <https://www.lebanonschools.org>

Little Miami Local Schools: <http://www.littlemiamischools.com>

Springboro Community City School District: <http://www.springboro.org/>

Warren County Educational Service Center / SWOCOG Paraprofessionals District

(*Special Ed, Alternative Programs*): <http://www.warrencountyesc.com>

Warren County Vocational School District: <http://www.mywccc.org>

Wayne Local School District: <http://www.wayne-local.com>

## Student Discipline

Substitute teachers are responsible for maintaining classroom control. **Corporal punishment is strictly prohibited.** If classroom management becomes difficult, substitutes are encouraged to seek support from the building principal or a fellow teacher.

**Note:** In districts where participation in the Pledge of Allegiance is not mandatory, SWOCOG substitutes are expected to follow the district's policy.

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### Information Provided by the Classroom Teacher

When available, the following resources will be provided:

- Daily lesson plans
  - Seating charts
  - Teaching manuals and desk copies of textbooks
  - Class schedule
  - Any special classroom rules
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### First Aid, Safety, and Health

Substitutes are expected to provide vigilant supervision. In the event of a student injury:

- Use good judgment
- Notify the principal or a nearby staff member immediately

In case of a **fire or tornado drill**, follow the nearest classroom teacher's lead and proceed to the appropriate exit or safe area.

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### Universal Precautions

Infection control is based on **Universal Precautions**, meaning all blood and bodily fluids should be treated as potentially infectious (e.g., HIV, HBV). Federal law (OSHA Standard 29 CFR 1910.1030) requires **annual Bloodborne Pathogen training**, which is provided online via Public School Works.

To access training:

- Visit [CogSubs.com](http://CogSubs.com)
  - Select **Quick Links**
  - Under **Public School Works**, choose:
    - **Annual Training PowerPoint**
    - **Annual Training (Login)**
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### Communicable Diseases

To reduce illness in the classroom:

- All teaching staff, including substitutes, must complete a **Communicable Disease** course every **three years**

A communicable disease is an illness spread through direct or indirect contact. Policies are in place developed in collaboration with local health departments to prevent transmission and ensure a safe environment.

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## Hepatitis B Vaccination Series

While **not required** for employment, federal law mandates we provide:

- Information on the Hepatitis B virus (HBV)
- The **option to receive** the vaccination series

The series includes three shots over six months. If interrupted, continue with the next dose—**no need to restart**. You may indicate your interest in receiving the vaccination when completing the Bloodborne Pathogen training.

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## Weapons Policy

The **Governing Board** strictly prohibits visitors from possessing, storing, manufacturing, or using any weapon, including concealed weapons, within a **school safety zone** and in any setting under the Board's control and supervision for school-related activities. This policy applies to all property owned, leased, or contracted by the Board, as well as school-sponsored events and Board-owned vehicles, unless permitted by law.

### Definition of "Weapon":

For the purposes of this policy, the term "weapon" refers to any object designed, intended, or capable of causing serious bodily harm or property damage, or endangering the health and safety of individuals. Weapons include, but are not limited to, the following:

- Firearms (including guns of any type, whether air-powered, gas-powered, loaded, or unloaded)
- Knives, razors, clubs
- Electric weapons (e.g., Tasers)
- Metallic knuckles
- Martial arts weapons
- Ammunition and explosives

The **Superintendent** is responsible for referring any visitor who violates this policy to law enforcement and may take necessary actions to exclude the visitor from **Board property** and **Board-sponsored events**, regardless of whether the visitor possesses a valid concealed carry permit.

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## Exceptions to the Policy

This policy does not apply to:

- **Law Enforcement Personnel:** Weapons under the control of law enforcement officers.
  - **Concealed Handgun License Holders:** Persons who possess a valid concealed handgun license or active-duty military personnel with proper documentation, provided the handgun remains in their vehicle and is secured in a locked vehicle when they exit.
  - **Training and Educational Tools:** Objects resembling firearms used in school safety training exercises.
  - **Theatrical Props:** Weapons used as props in theatrical productions, provided they are used in appropriate settings.
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## Notification and Signage Requirements

The **Board** directs the **Superintendent** to ensure clear and visible notices are posted prohibiting the carrying or possession of concealed weapons in a **school safety zone**, including school buildings, premises, school buses, and during school activities. The signage should include the following statement, in accordance with Ohio Revised Code **2923.122**:

"Unless otherwise authorized by law, pursuant to Ohio Revised Code **2923.122**, no person shall knowingly possess, control, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone."

Notices will be placed at:

- Each entrance to a school building and/or school premises
- Areas where visitors must report inside the school
- Entrances to school-sponsored activities, especially those held off-site

## **Drug-Free Workplace Policy**

All school districts are committed to maintaining a **drug-free workplace**. Drug or alcohol abuse in the workplace is not only dangerous to the individual involved but also poses a risk to colleagues and students. Given the influence employees have on children, it is particularly crucial that employees refrain from being impaired by or using drugs or alcohol while on duty. The conduct of all employees directly impacts the school environment, and it is essential that everyone uphold the highest standards of behavior.

In accordance with this commitment, districts will enforce a strict policy prohibiting the unlawful use, sale, purchase, possession, or being under the influence of drugs or alcohol while on the job, on school premises, or when using school equipment.

**SWOCOG** prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol and marijuana (even with a medical card), by any employee while on district property or at any district-sponsored event.

Employees who fail to comply with this policy will face dismissal from substitute teaching positions. Additionally, any employee convicted of violating criminal drug statutes is required to report the conviction to administration within **five working days**. Failure to comply with this reporting requirement will result in the loss of substitute opportunities.

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### **Workers' Compensation**

*(Accident Reporting Procedures)*

The following procedures are applicable to all accidents, injuries, and blood exposure incidents. Adherence to these instructions will facilitate your care and return to work. If you have any questions, call the Human Resources Department at (513) 695-2900, Ext. 2980 .

If you are injured on the job, the following steps must be taken to submit a Workers Compensation claim.

**STEP 1:** Your health is the priority! Do not hesitate to seek professional care in a medical emergency. A medical emergency is when you need immediate medical services that are necessary to alleviate severe pain, or an acute injury that could lead to a serious physical disability, mental disability or death.

**STEP 2:** IMMEDIATELY submit an Employee Accident/Exposure Incident Report. To submit an employee incident report, please use the following steps:

Please refer to: [CogSubs.com](http://CogSubs.com):

#### Select Quick Links

- Under Workers Compensation Header
  - Select-- Workers Comp Accident Reporting Link
  - Select—Submit Accident Report Link
- Employees choose “Click here if you are the injured employee” \*\*If the injured employee is unable to submit the accident report, another employee can complete the report with the assistance of the affected employee.
- Witness to Accident should “Click here if you are NOT the injured employee”, to provide the information requested.

NOTE: You do not fill out any paperwork for the district/building you are subbing in because your employer is the Southwest Ohio Council of Governments for reporting purposes.

**MEDICAL CARE OPTIONS** When obtaining medical care, remember you must tell the Provider it is due to a work-related injury.

If an employee obtains medical care for a work-related injury from a medical provider other than those noted below, workers’ compensation insurance may not cover the costs, and the employee may have to pay for the services. Employees are encourage to go to Atrium Medical Center (*Middletown*) or TriHealth Bethesda Arrow Springs (*Lebanon*), which are convenient to our employees and specialize in work-related injuries, treatment and follow-up including proper reporting, transitional work, physical therapy, and other occupational services.

Atrium Medical Center  
4220 Grand Avenue  
Middletown, OH 45005  
(513) 420-4700  
Between 8am—4:30pm  
After 4:30pm, go to Atrium Medical Ctr.

TriHealth Bethesda Arrow Springs  
100 Arrow Springs Boulevard  
Lebanon, OH 45036  
(513) 282-7000

You may also go to:

- Urgent Care Facility in your area
- BWC Certified Physician (*To get the name of a BWC Certified Physician, call 1-800-OHIOBWC. If you are unsure who is a BWC Certified Physician, it is recommended you go to an Emergency Room or Urgent Care facility.*)

#### IF EXPOSED TO ANOTHER PERSON’S BODILY FLUIDS (*BLOODBORNE PATHOGENS*)

If you are exposed to the body fluids of another person, the following documents must be given to the medical provider.

Item	Where to Obtain
1. A copy of the district Bloodborne Pathogens Exposure Control Plan (this includes additional information regarding procedures associated with	Safety Document Library within PSW

2.	A copy of the OSHA Bloodborne Pathogens regulations (29 CFR 1910.1030)	Safety Document Library within PSW
3.	A copy of the completed Employee Accident/Exposure Report	Accident Management System within PSW
4.	Results of the source individual's blood testing (if available)	From the other individual or medical provider
5.	All medical records applicable to treatment of the employee, including vaccination status	From medical provider

For additional information regarding the procedures associated with exposure to the body fluids of another person, the employee should read the district Bloodborne Pathogens Exposure Control Plan available on the district website.

### **Evaluation**

A building principal under whom you serve may observe and evaluate your job performance to determine your continued eligibility for substitute assignments. In addition, a feedback mechanism is available in **Absence Management**, allowing both substitutes and teachers to provide evaluations for each completed assignment. Substitutes have **up to fourteen (14) days** after an assignment to submit feedback.

### **Reasonable Assurance of Continued Employment & Unemployment Benefit Eligibility**

All substitutes processed through SWOCOG are provided **reasonable assurance of continued employment**, unless otherwise notified. In general, substitute teachers are **not eligible** for unemployment benefits during periods between academic years or terms, or during scheduled vacation periods or holiday breaks, as this employment is within an educational institution.

### **Exclusion**

The following exclusion guidelines are designed to protect the best interests of the students served in our member districts.

- Administrators reserve the right to exclude a substitute from a specific teacher’s classroom, grade level, or an entire building.
- A substitute excluded from **two buildings** within a single district may be excluded from that entire district.
- A substitute excluded from **two districts** within the SWOCOG consortium may be removed from **Absence Management for all associated school districts**.
- Depending on the nature or severity of the incident, a substitute may be **immediately excluded** from an entire district.

Substitutes may be removed from the **Absence Management** system for reasons including, but not limited to:

- Poor classroom management or failure to maintain control of the classroom.
- Not following the lesson plans provided by the classroom teacher.
- Failing to supervise students when required.
- Bringing food into the classroom for personal consumption or for distribution to students.
- "Job shopping" (canceling jobs to accept more desirable assignments).
- Accessing the Absence Management system during the workday (via phone, computer, or app).
- Using school computers for non-instructional purposes during work hours.
- Using a cell phone during class time (phones must be silent or vibrate).
- Posting on social media about students must maintain appropriate confidentiality.
- Leaving the school building during the workday without explicit permission from the principal.
- Leaving the classroom unattended.
- Inappropriate physical contact with a student or staff member.
- Failure to leave follow-up notes for the regular classroom teacher.
- Smoking on school grounds, including in personal vehicles.
- Making inappropriate comments to students, parents, or staff members.
- Discussing student information for purposes unrelated to education.
- Failing to report on time for an assigned duty, resulting in unsupervised students.

SWOCOG reserves the right to remove any substitute from the **Absence Management** system at its **sole discretion**, at any time.

## Substitute Job Description

### General Description

Our Substitute Teaching Program partners with multiple **Butler and Warren County school districts** to provide qualified, dependable substitute teachers who ensure continuity of instruction when regular classroom teachers are absent. Substitute teachers may serve in **elementary, middle, and high school** settings based on licensure, experience, and availability.

### Position Summary

Substitute Teachers deliver classroom instruction, supervision, and support in the absence of the regular teacher. This role requires flexibility, strong classroom management skills, professionalism, and the ability to adapt quickly to different school environments, grade levels, and district policies.

### Key Responsibilities

- **Attendance & Preparedness:** Arrive on time, report to the main office, and obtain daily assignment details.
- **Classroom Management:** Maintain a safe, structured, and respectful learning environment in accordance with district policies and Ohio school standards.
- **Instructional Support:** Implement lesson plans and instructional activities provided by the regular teacher.
- **Student Supervision:** Actively supervise students throughout the school day, including transitions to cafeterias, recess, assemblies, and other school spaces.
- **Communication & Documentation:** Document student behavior, attendance concerns, and instructional outcomes. Provide written feedback for the regular teacher and report urgent concerns to school administration.
- **Student Safety & Well-Being:** Uphold all student safety protocols, confidentiality requirements (FERPA), and district guidelines.

- **Positive Learning Environment:** Foster an inclusive, supportive, and respectful classroom culture that promotes student learning and well-being.
- **Compliance:** Follow all Substitute Teaching Program policies and Ohio school district regulations.

## **Qualifications**

### **Minimum Requirements:**

1. High School Diploma or GED required; associate or bachelor's degree preferred (Education or related field strongly preferred).
2. **Valid Substitute Teaching License or Teaching Certificate issued by the Ohio Department of Education & Workforce (ODEW).**
3. Strong verbal and written communication skills in English.
4. Ability to actively supervise students, stand and walk for extended periods, and navigate stairs without assistance.
5. Ability to successfully pass **Ohio BCI/FBI criminal background checks and fingerprinting.**
6. Prior experience working with children or in an educational setting preferred.
7. Reliable transportation to travel to assigned Butler and Warren County school districts.
8. Must comply with SWOCOG and district policies regarding alcohol- and drug-free workplaces.

### **Skills & Competencies**

- Flexibility and adaptability across grade levels and school settings
- Professionalism, punctuality, and dependability
- Strong interpersonal, communication, and organizational skills
- Ability to follow lesson plans and school procedures accurately
- Confidence in managing diverse classrooms and student needs

### **Work Schedule & Location**

- Flexible, **on-call schedule** based on substitute availability
- Assignments across multiple **Butler and Warren County partner school districts**
- Full-day and half-day assignments available

### **Compensation & Benefits**

- Competitive daily or hourly pay, determined by district and assignment
- Flexible scheduling to fit personal availability
- Opportunities for long-term assignments and consistent work
- Ongoing support from the Substitute Teaching Program team

### **Additional Working Conditions**

- Potential exposure to blood, bodily fluids, or tissue
- Possible operation of a vehicle in inclement Ohio weather conditions

- Regular interaction with students exhibiting challenging behaviors

**Equal Opportunity Employer**

Our Substitute Teaching Program is an equal opportunity employer and does not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic under federal, state, or local law.

01/2026