



PURCHASING • SHARED SERVICES • INSURANCE

Rev. 5/25/2022

Important Substitute Management Information

For Stark County Schools Council

Substitute Teachers

****IMPORTANT EMAIL MESSAGE**

Stark County Schools Council Substitute Consortium will assign a gmail address to all approved substitutes (firstname.lastname@subs.sparcc.org). This gmail will be the vehicle used for all communication between the Council and subs – it is more professional, secure, and immediately identifies you as a county sub. Please check it frequently.

****IMPORTANT ONLINE DOCUMENTS/ACKNOWLEDGEMENTS**

Stark County Schools Council Substitute Consortium has implemented important documents to be completed electronically. Once you have submitted your application, ODE license, transcripts, and background check, you will receive a separate email with instructions to login and review and electronically complete three documents. After all documents have been submitted, your name will be “activated” on the sublist, and you will receive a confirmation email.

SmartFindExpress

Stark County Schools Council is using the automated substitute management system, “SmartFindExpress” for finding and managing substitute teaching jobs in the following school districts/classes:

<i>Brown Local (Malvern)</i>	<i>Marlington Local</i>	<i>R. G. Drage Career Center</i>
<i>Canton Local (Canton South)</i>	<i>Massillon City</i>	<i>Stark County ESC Preschool Classes</i>
<i>Dalton Local</i>	<i>Minerva Local</i>	<i>Stark County ESC Special Education Classes</i>
<i>Fairless Local</i>	<i>North Canton City</i>	<i>Strasburg-Franklin Local</i>
<i>Lake Local</i>	<i>Northwest Local</i>	<i>Tuslaw Local</i>
<i>Louisville City Schools</i>	<i>Osnaburg Local (E. Canton)</i>	

If you signed up to substitute in one of the above listed districts, login information along with your Access ID/District Username will be given to you by Stark County Schools Council.

****IMPORTANT PAYROLL INFORMATION**

If you have not been paid by the Substitute Consortium within the last 12 months, you will receive instructions to login and complete necessary payroll forms electronically. For the I-9 document, you will be required to upload two CURRENT forms of ID. If you need assistance uploading your ID's, you may bring them to the office for assistance.

***** Please note that if you are subbing for Lake Local Schools, you will need to complete Lake Local's payroll documents.***

Frontline (formerly AESOP)

The following school districts are using the sub management program called Frontline/AESOP for finding and managing substitute teaching jobs in the following school districts:

<i>Alliance City Schools</i>	<i>Jackson Local</i>	<i>Plain Local</i>
<i>Carrollton Exempted Village</i>	<i>Perry Local</i>	<i>Sandy Valley Local</i>

****IMPORTANT INFORMATION**

If you signed up to substitute in one of the above listed districts, login information along with your PIN # will be given to you by the individual district. When substitute teaching for any of these districts, you will complete their individual payroll paperwork.

If you wish to substitute for Canton City Schools or Green Local Schools, you will need to contact them directly as they require additional paperwork.

If you have any questions, call or email the substitute teaching office at 330-492-8136, ext. 1312 or substitute@apps.sparcc.org.