



North Coast Shared Services Alliance Substitute Teachers

WELCOME

Thank you for your interest in substitute teaching through the North Coast Shared Services Alliance (NCSSA). Below are the participating districts through the East Central Ohio ESC.

Belmont County

Barnesville Local Schools
Bellaire Local Schools
Belmont-Harrison Career Center
Bridgeport Local Schools
ECOESC - Preschools & BCAP
Shadyside Schools
Union Local Schools

Coshocton County

Coshocton City Schools
Ridgewood Local Schools

Monroe County

Switzerland of Ohio

Tuscarawas County

Garaway Local Schools
ECOESC - STAR Alternative
Indian Valley Local Schools
Newcomerstown Ex. Village Schools
Tuscarawas Valley Local Schools

Guernsey County

Rolling Hills Local Schools

Jefferson County

Indian Creek Local Schools

TO GET STARTED

- **APPLY** - Please visit the North Coast Shared Services Alliance website at www.northcoastssa.org to complete an application for employment.
- **INTERVIEW** - A representative from Rachel Wixey & Associates will contact you for a phone interview once your application is submitted. If you do not receive a phone call, please contact their office at (877) 977-9949 to determine where they are in the process.
- **REGISTER** - All new substitutes must complete orientation at the East Central Ohio ESC. Visit www.ecoesc.org and click on the "Registration" link, located on the right side of the screen. Select an NCSSA Orientation session that works best for you and complete the registration form. Only boxes with the * are required. **Note** - there are training dates and times for both the New Philadelphia and St. Clairsville locations.
- **ATTEND** - NCSSA Orientation is approximately two hours in length and reviews all of your requirements to successfully become a substitute teacher. Onboarding paperwork will be completed at this time. Please be sure to bring the following documents with you:
 - **Two Forms of Original Identification**
 - Driver's License & Social Security Card **or**
 - Driver's License & Birth Certificate **or**
 - Passport

- **BCI & FBI Background Check Letters** - Both checks must be completed using code **#3319.291**
- **Active Teaching License or Substitute License** - If you are applying for a new license, use the ECOESC **IRN #050260**. To obtain a new license or to renew your current license, visit the Ohio Department of Education website.

<http://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License>
- **Voided Check or Account Verification Letter**
- **College Transcripts** - Original or unofficial transcripts are required to show proof of a Bachelor's Degree

QUESTIONS

For additional assistance, please contact Allison Rice at the East Central Ohio Educational Service Center - Belmont County Office.

Allison Rice, Administrative Professional

67400 Betty Lee Way
St. Clairsville, Ohio 43950

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Email: allison.rice@ecoesc.org