

SWITZERLAND OF OHIO LOCAL SCHOOL DISTRICT

*"We empower life-long learning, provide innovative experiences and embrace challenges.
Every small step makes a difference."*

July 19, 2024

Dear Interested Substitute Teacher;

Please be advised the Switzerland of Ohio Local School District will be the sole provider of substitute teachers for our district for the 2024-2025 school year.

There will be a mandatory meeting for all those interested in becoming a district substitute on Tuesday, July 30th at 9:00 am, or Thursday, August 15th at 1 pm at Swiss Hills Career Center. You must attend one of the two sessions to be eligible for employment as a substitute. We will discuss employment paperwork (taxes, applications, etc.), complete background checks (if necessary), ensure appropriate licensures and the use of the AESOP Absence Management System. Please be sure to bring the necessary documentation to complete this new hire process.

The AESOP system will provide a more efficient system for filling open substitute positions and more importantly provide a more efficient payroll process.

If you have any questions or concerns, please do not hesitate to contact Amanda Rex at amanda.rex@swissohio.k12.oh.us or Rich Ferguson at richard.ferguson@swissohio.k12.oh.us, or you may call the Central Office.

Thank you in advance for your cooperation.

Respectfully,



Phil Ackerman, Superintendent