MAHONING COUNTY EDUCATIONAL SERVICE CENTER
Service ★ Leadership★ Excellence
100 DeBartolo Place, Suite 220
Youngstown (Boardman), Ohio 44512-7011
Phone: 330 965 7828 / Fax: 330 965 7902 / WWW.MAHONINGESC.ORG

MCESC EMPLOYMENT INTAKE CHECKLIST & CANDIDATE VERIFICATION

To assist you and to ensure that the MCESC Administration provides you as much knowledge as possible about its purpose, expectations, standards, policies and procedures, **PLEASE INITIAL your acknowledgement, understanding and agreement (if needed) to the following, and sign and date at the end. This document will become a part of your permanent personnel file.**

_____ I have completed the **MCESC EMPLOYMENT APPLICATION** in its entirety, understood everything asked of me, and verify that my signatures affirm that understanding and my truthfulness.

_____ I have read and understand the **MCESC'S EXPECTATIONS FOR EXCELLENCE**. I further understand that my job performance and evaluation by my supervisor(s) are impacted by these Expectations.

_____ I have read and understand the **MCESC JOB DESCRIPTION** for the position that I am under consideration for, and that the Job Description is not intended to be all inclusive and may change as needed to meet the needs of the position and our service customers.

_____ I have read and understand the **OHIO EDUCATORS' CODE OF CONDUCT**, and the implications to my career and educator credentials of a violation of any of the Codes. Further, I commit to the MCESC Governing Board and Administration that I will abide by that *Code of Conduct* and all of the expectations of MCESC employees.

_____ I understand that it my employer's obligation to provide to me and my responsibility to read the **OHIO ETHICS LAW AND RELATED STATUTES**, and that the Assistant Treasurer will ask me to sign a verification that the document has provided to me via the live link above.

_____ I understand that, according to Ohio law, and because I am being considered for employment, I am required to submit both Ohio BCI and Federal FBI fingerprints electronically to the Ohio Department of Education, and that unless I receive legal clearances on both, my employment contract will become null and void.

_____ I understand that I am expected to immediately notify the MCESC Administration if I commit a crime, am convicted, plead guilty, or have a criminal record sealed or expunged.

_____ I have read and understand the **MCESC POLICY REQUIRING PRE-EMPLOYMENT DRUG TESTING**, have signed the required Waiver form, and understand that in order to be considered for employment action by the Board, results of the testing must be negative.

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_____ I understand that the MCESC Administration may in the future require either random drug testing of employees and/or testing for cause of an employee.

_____ I have read and understand the **MCESC POLICY ON STAFF STUDENT RELATIONSHIPS** and understand its importance to my standing as a representative of the MCESC and my reputation as an educator and professional.

_____ I understand that, according to Ohio law, smoking is not permitted in public buildings or in the vicinity of such buildings and schools, and that includes the MCESC and its affiliated offices.

_____ I have read and understand the **MCESC'S TECHNOLOGY ACCEPTABLE USE POLICY** and agree to abide by its rules and restrictions. I have signed the required form and my MCESC E-mail address will be issued to me as a result.

_____ I understand that, as a condition of my employment and my continued performance evaluation, I am expected to check my MCESC E-Mail every day during my contract year, weekly during the summer, and respond to requests for reply immediately.

_____ I have completed the **EMERGENCY MEDICAL DATA FORM** presented to me, and understand that I am expected to inform the Administration of any changes.

_____ I have been informed/shown the MCESC web site links to the **GOVERNING BOARD POLICY MANUAL**, understand that it is my obligation to study these, and that as an MCESC employee I am bound by and responsible for following Board Policies. Further, I understand that the **COLLECTIVE BARGAINING AGREEMENT** is considered Board Policy for bargaining unit eligible employees.

_____ I have been informed/shown the following additional critical information and understand the importance of studying this information as a condition of employment and evaluation of my performance:

- **MCESC STAFF HANDBOOK**
- **MCESC WORK CALENDAR**
- **EDUCATOR LICENSURE IN OHIO**
- **MCESC LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**
  - **LPDC PROCEDURES**
  - **INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN**
  - **IPDP EVALUATION RUBRIC**
  - **PREAPPROVED HQ PROFESSIONAL DEVELOPMENT MODELS**
  - **OHIO TEACHER STANDARDS**
  - **CEU REQUEST FORM AND SUBMISSION PROCEDURES**

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_____ I have been shown the **MCESC Application for Leave** form and the request process has been explained to me. Further, I understand that falsification of a leave request form is a violation of law and grounds for discipline which may include termination.

_____ I have provided a set of original university transcripts of all work to the MCESC Administration, and understand that I must continue to provide original transcripts of advanced work.

_____ I have provided an approved copy of all Ohio educator licenses to the MCESC Administration. I understand that the application process for future licenses is initiated by me to the MCESC LPDC, and that the MCESC Administration files my Application with the Ohio Department of Education.

_____ I understand that, if my required licenses are not current and active, it effectively negates my employment contract and may cause my dismissal.

_____ I have provided a negative Tuberculin test completed within the past 90 days.

_____ I understand that my name may be recommended to the MCESC Government Board for employment at its next meeting. Employment is not official until an affirmative vote of the Board. Employment at a Governing Board meeting means that a legal, binding employment contract exists at that moment, subject to provisions in Ohio law.

_____ I understand that Board action to employ and the binding contract that action creates means that if I am an Ohio licensed educator, I may not break my contract during the school year nor after July 10 without an express release from the Board.

_____ I understand that it is my responsibility to schedule an appointment with the **ASSISTANT TREASURER OF THE MCESC** at (330) 965-7828, extension 1117, which must follow the above Board action to sign a written employment contract and complete payroll and other required local, state and federal forms and requirements. For this meeting, I should bring with me a bank check used to establish direct deposit, my social security card, and drivers' license.

_____ / / _____
Candidate Signature of Acknowledgement & Understanding Date

_____ / / _____
MCESC Administrator Date

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