General Information

The substitute teacher training program is required for all individuals wanting to substitute in Mahoning County. If you have completed a similar training in the past 5 years or are recently retired, you are not required to complete this training.

- The on-line modules may be completed any time, day or night.
- Candidates must have access to the internet.
- Once all requirements are met, a Certificate of Completion will be issued.

The MCESC Proudly Serves:

Austintown

Boardman

Campbell

Canfield

Columbiana

Jackson-Milton

Lowellville

MCCTC

MCBDD

Poland

Sebring

South Range

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Struthers

West Branch

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Youngstown Community

Inspiring Student Learning and Growth Through Leadership and Service

MCESC

Mahoning County Educational Service Center

Mahoning County Educational Service Center

Substitute Teacher Program

Substitute Teacher Training Program

Thank you for your interest in substitute work in the Mahoning County schools. The Mahoning County Educational Service Center (MCESC) has developed an on-line substitute teacher application and training program that is administered by Rachel Wixey & Associates. Our goal is to simplify the application process throughout the County and to help you feel better prepared for your experiences in the classroom.

To begin the application process, please contact the Human Resources department at (330) 965-7828 ext. 1002.

Substitute Teacher Training Procedure

Call the MCESC to set up a fingerprinting appointment (BCI/FBI). Cost is $85.00 (check or money order) for fingerprinting and the training modules. (If fingerprints are unnecessary, the total cost of the Substitute Training Program will be $25).

Complete a standard application online, which will require the following attachments:

A. Resume

B. BCI and FBI results

C. Certification issued by the state (copy of application may be attached until license is signed by the Superintendent and issued by the ODE)

D. Three letters of recommendation or three professional references

E. Once an application is submitted, the training password will be sent electronically to you

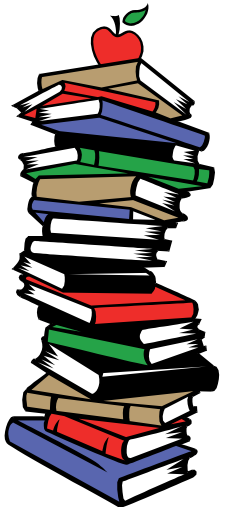
The Substitute Training Program Will Address the Following Areas:

General Safety Orientation

Blood Borne Pathogen-Exposure and Prevention

Disruptive Student Behavior

Conflict Management: Student to Student

Special Education: Safety in the Classroom

First Aid