

AESOP Profile Sheet
Miami County Educational Service Center
New Employee/Substitute
Entry / Removal / Change
Checklist

NEW EMPLOYEE


Name _____ Address _____

Social Security Number _____ City _____ Zip _____

Phone Number w/Area Code _____ E-mail Address _____

Employment Location: District _____ Building _____ Subject _____

Work time: (Example: 7:30 a.m. – 3:00 p.m.) _____

Certified Non-Teaching  Classroom Aide One on One Aide

Sub required: Yes No Optional Teacher's Name _____

Student's Name _____

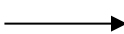
NEW SUBSTITUTE

Name _____ Address _____

Social Security Number _____ City _____ Zip _____

Phone Number w/Area Code _____ E-mail Address _____

Emergency Contact Name _____ Emergency Contact Phone _____

Certified Non-Teaching School Preferences: See Back 

Willing to sub as an aide? Yes No Board Approved: Yes No

EMPLOYEE / SUBSTITUTE REMOVAL

Name _____ Social Security Number _____

EMPLOYEE / SUBSTITUTE CHANGES

*This form will be used to enter all employees (teacher, sub teacher, aide, sub aide, etc.) into AESOP.
When completed please forward to Melinda Hoffert.*

Office Use Only: Add to Sub Addendum _____	Entered in AESOP: _____
Copy to: Melinda _____	Mailed AESOP Welcome Letter _____

As a substitute teacher or aide for the Miami County Educational Service Center, you may be called on to fill in at a variety of classrooms. Please indicate below the area, locations, age group, or subject areas you are willing to substitute for:

Regular Education Class Locations:

- Bethel
- Covington
- Miami County ESC (Sp. Ed./See Below)
- Miami East
- Milton-Union
- Newton
- Piqua

Age Group

- Preschool
- Elementary
- Junior High
- High School

Subject Area

- Art
- English
- Foreign Language
- Mathematics
- Music
- Physical Education/Health
- Science
- Social Studies
- All Subjects (all above)
- Other

Are you willing to sub as an aide? _____

Are you willing to sub as a secretary? _____

Days of the week available:

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

Miami County ESC

Preferences for Special Education

PS (Handicapped), MD (Multi-Handicapped Disability), ED (Emotional Disability)

DH (Developmentally Handicapped), Tutor/Teacher/ Title 1

Bethel Local School District

- Preschool
- Elementary
- Junior High
- High School

Newton Local Schools

- Preschool
- Elementary
- Junior High
- High School

Opportunity Schools

Piqua Catholic School

Riverside Adult Transition

Covington Ex Village Schools

- Preschool
- Elementary
- Junior High
- High School

Piqua City Schools

- Preschool
- Elementary
- Junior High
- High School

Upper Valley Career Center

Social Communication Unit

Miami East Local Schools

- Preschool
- Elementary
- Junior High
- High School

Tipp City Ex Village Schools

- Preschool
- Elementary
- Junior High
- High School

Milton-Union Ex Village Schools

- Preschool
- Elementary
- Junior High
- High School

Troy City Schools

- Preschool
- Elementary
- Junior High
- High School

<input type="checkbox"/> ALL LOCATIONS
<input type="checkbox"/> ALL PROGRAMS