



Lisa J. Lewis
Executive Director
The Office of Human Resources

PUBLIC SCHOOLS

115 S. Ludlow Street · Dayton OH 45402-1812
Tel. (937) 542-3132 · Fax (937) 542-3128
E-Mail: ljlewis@dps.k12.oh.us

December 4, 2014

Dear Dayton Chapter of Reserve Teachers Member,

As you are aware effective January 1, 2015, Parallel Education Division will become the entity that provides all reserve teachers to Dayton Public Schools. As a result, I urge all current DCRT members to follow the necessary steps as outlined on the attached document to ensure continued employment at DPS.

Questions regarding the transition to Parallel will be addressed on December 17, 2014 at 4:30 pm at 115 S. Ludlow-Community Room. Specifically, we will address wages, health insurance, retirement, accrued leave and the new substitute calling system (SubFinder). Representatives from Parallel will be in attendance at this meeting. However, if any questions need to be addressed prior to the meeting date, please contact Susan Rudd at 773.486.2567 or email daytonsubdispatch@parallelemployment.com

If I can be of any assistance, do not hesitate to call me directly at 937.542.3126.

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cc: Marietta Harris
HR
Payroll
File

Exhibit 9

Mission Statement

Dayton Public Schools provides a high-quality education in a safe environment that prepares our students for success in school, work and life by providing a highly effective trained staff working each day with community resources.



We are pleased to welcome the Dayton Public School District Reserve Teacher Pool to Parallel!

Parallel Education Division has been working with school districts, supplying them with pre-screened, quality daily substitute teachers, long-term substitutes and certified teachers, for more than 8 years now. Our goal is to work closely with the Dayton Public Schools and the reserve teachers to ensure a great match between the two based on skills, personality, professional goals, and teaching style.

Hiring Criteria

(Where available DPS will automatically provide to Parallel the information listed below for current reserve teachers.)

- Demonstration of passion for working with our children to promote personal and educational growth
- Valid State of Ohio Teaching License or Substitute Teaching License
- Copy of the following must also be on file with our office no later than August 1, 2015:
 - Resume
 - Tuberculosis Test
 - Record of Physical stating your ability to work in a school environment
 - Copies of all Licenses
 - National Criminal Background Screening including Sex Offender Screening (Completed by Parallel)
- All Applicants will be required to take a drug screen
- All Applicants will be required to complete a 90-minute substitute teacher on line training course and mandated reporting training.

STEP 1: Go to www.parallel-ed.com

Click on “Apply Now”

Complete all sections of the on-line application

STEP 2: Call or email our office to schedule interview and orientation.
Please allow approximately 2 hours.

Please be sure to bring your state driver’s license or ID and your social security card, or passport.

For Questions or to schedule an interview, please call or email.

PHONE: 773-486-2567

EMAIL: DaytonSubdispatch@parallelemployment.com

Parallel-Education Division

15 West 4th Street Suite #400

Dayton, Oh 45402

(Located in the Kuhns Building)