



## **Academic Teacher Substitutes**

(Math, Science, Social Studies, Language Arts, Physical Ed./Health)

### **Requirements:**

- Valid PA Teaching Certificate
- Act 24- Arrest/Conviction Report & Certification Form
- Act 34- PA Criminal Record Check
- Act 114- FBI Criminal History Record Check
- Act 151- Child Abuse Clearance History

**Daily Schedule:** 7:45 a.m. – 2:35 p.m.

**Salary:** \$120.00 per day

### **Responsibilities:**

- In the absence of the classroom teacher, the substitute is responsible for providing instruction and managing the learning environment.
- Provide instruction to the students of the assigned classroom in conjunction with the lesson plans provided by the absent teacher.
- Creates a classroom that is conducive to learning.
- Follow the established routines and procedures of the classroom to which assigned.
- Adhere to all school policies, rules, and procedures.
- Ensure that a safe and orderly learning environment is maintained.
- Work cooperatively with all school personnel.
- Perform other duties as assigned by the Assistant Director.

### **Application Procedure:**

Applicants should send cover letter, standard teaching application, resume, two current letters of reference, current PA Teaching Certificate, Act 24 form, and Act 34, 151, & 114 clearances to:

Mr. Richard Rava  
Assistant Director/Principal  
West Side Career and Technology Center  
75 Evans St.  
Kingston, PA 18704-1856  
-OR-  
email to [rrava@wsctc.net](mailto:rrava@wsctc.net)

Act 24: <http://wsctc.net/pdfdocs/acform.pdf>

Act 34: <https://www.education.pa.gov/Educators/RecruitRecog/CareerOpps/Pages/StandardApplication.aspx>

Act 114: <https://www.identogo.com/locations/pennsylvania>

School Code: 1KG6XN

Act 151: <https://www.compass.state.pa.us/cwis/public/home>

Standard PA Teaching Application:

<https://www.education.pa.gov/Educators/RecruitRecog/CareerOpps/Pages/StandardApplication.aspx>