Career & Technical Education Teacher Substitutes

Requirements:

- **Must have at least 5 years of experience in a CTE Program Area:**

Auto Body Collision Repair Technology	*Cosmetology*
Automotive Technology	*Culinary Arts*
Business Marketing	*Electrical Technology*
Carpentry	*Health Related Technology*
Early Childhood Education	*H.V.A.C.*
Computer Information Systems/Programming	*Law Enforcement/Police Science*
Computer Networking & Maintenance	*Machine Tool Technology*
Multi-Media Technologies	

- **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**

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, Act 24 form, and Act 34, 114, & 151 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

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