

PARKLAND SCHOOL DISTRICT HIRING PROCESS FOR SUBSTITUTE TEACHERS



STEP 1: To complete paperwork please:

- Log onto Parkland School District : www.parklandsd.org
- Go to “Department” Tab: Human Resources
- On Left hand side of Human Resources page – click on “Substitute Opportunities”
- Scroll down page until you see “Hiring Process for Substitute Teachers”

The following documents must be completed before submitting to Human Resources:

- ___ 1. **APPLICATION** - All substitute teachers must have an application on file in the human resources office.
- ___ 2. **PENNSYLVANIA CERTIFICATION** - All substitute teachers must provide a valid **copy** of their Pennsylvania Department of Education professional teaching certificate.
- ___ 3. **CRIMINAL HISTORY RECORD** - All **new** substitute teachers must provide school with a print out of your Criminal History Record Clearance, which must be current within one year of submission date. Apply online via the “epatch” system at <https://epatch.state.pa.us/Home.jsp>.
- ___ 4. **PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE** - All **new** substitute teachers must provide school officials with a print out of your Child Abuse History Clearance, which must be current within one year of submission date. Apply online at <https://www.compass.state.pa.us/CWIS>.
- ___ 5. **FBI BACKGROUND CHECK (Fingerprinting Results)** - All applicants must provide school officials with the Registration ID number in order to verify fingerprinting results, which must be current within one year of submission date. **Register online at <https://uenroll.identogo.com> – our school service code is 1KG6XN.** (For more detailed information, visit [PDE - Federal Criminal History Background Check](#))
- ___ 6. **ACT 168 FORM: Sexual Misconduct/Abuse Disclosure Release** - APPLICANT MUST COMPLETE THIS FORM FOR THEIR **CURRENT EMPLOYER** AS WELL AS ONE FOR **EACH FORMER EMPLOYER** WHERE THE APPLICANT WAS EMPLOYED IN A POSITION HAVING DIRECT CONTACT WITH CHILDREN. Applicant is to complete page one and sign the top of page 2 and include with application. **It is NOT to be sent to your former employer by you, the applicant.**
- ___ 7. **ARREST/CONVICTION REPORT AND CERTIFICATION FORM PDE-6004** – Under Act 24 of 2011 and Act 82 of 2012
- ___ 8. **MEDICAL EXAMINATION/TB Test** - All substitute teachers must obtain, at their own expense, a medical examination and tuberculin test by a physician of their choice legally qualified to practice medicine and surgery or osteopathy in the Commonwealth of Pennsylvania. Your TB test can be no more than **3 months old** at the time of employment. The test can be read **no sooner** than 48 hours after administration or **later than** 72 hours after administration. If a test is read sooner than 48 hours or later than 72 hours, it will be invalid and you will be required to

get another test. The medical form must be signed and dated by the physician and signed by you. (**NOTE:** No substitute teacher, regardless of the years of previous experience, may be employed without submission of a completed medical examination form prescribed by the Pennsylvania Department of Health This document will be required only once, as long as you remain on the district's substitute list.)

____9. Copies of college transcripts from all schools attended. (photocopies of transcripts acceptable)

____ 10. **LETTERS OF RECOMMENDATION** – Two letters of recommendation are required from previous employers or supervisors. **Letters must be written within the last year.**

____ 11. **SUBSTITUTE TEACHER INFORMATION SURVEY** – A survey form designed to provide the district with pertinent information regarding your status as a substitute teacher.

STEP 2

Once you have completed all eleven (11) documents from the checklist, please submit either by U.S. mail, via email to ganguzzab@parklandsd.org (PDF format only), or drop off at the PSD Administration Center Receptionist Desk.

STEP 3

Once all of the above documents have been submitted, your application will be reviewed.

Please be aware that our screening/hiring process may take several weeks before you are notified if you are approved as a PSD substitute teacher. Please take this into consideration before applying.

Should you have any questions regarding our procedures, please do not hesitate to call the Human Resources office at 610-351-5530.

s:\hr\In\forms\new hire forms\hiring process for substitute teachers.docx
REV 3/2016