



DATA & INSTRUCTION SPECIALIST (CONTRACTED) FOR THE 2019-2020 SCHOOL YEAR

Parkland School District is seeking a highly qualified and dynamic individual to fill the position of Data & Instruction Specialist at the middle school level for the 2019-2020 school year. This is a contracted position.

- PDE Secondary Mathematics 7-12 Certification required
- Three (3) years Secondary Math teaching experience, preferred

Deadline to apply: **Friday, March 8, 2019**

In order to be considered for this position, a completed credential file must be submitted to the district by the deadline date indicated on the posting. A credential file includes the following:

1. Letter of application outlining the position for which you would like to be considered.
2. [Pennsylvania State Standard Application](#).
3. A copy of an updated resume
4. Copy of your FBI fingerprinting registration ID number - Apply online at <https://uenroll.identogo.com> – our school service code is: **1KG6XN**
5. Copy of Criminal History Check, Act 34. Apply online via the “epatch” system at <https://epatch.state.pa.us/Home.jsp>
6. Copy of PA Child Abuse History Clearance, Act 151. Apply online at <https://www.compass.state.pa.us/CWIS>
7. Act 168: 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. [Click here for Disclosure Release form](#)
8. Copies of college transcripts from all schools attended. (photocopies of transcripts acceptable)
9. Two (2) recent Letters of Recommendation from former supervisors.

IMPORTANT NOTE: Please visit [Clearances – How to Apply](#) for instructions on how to apply for clearances.

Application materials should be directed to: Pamela Kelly, Director of HR, Parkland School District, 1210 Springhouse Rd., Allentown, PA 18104, or may be emailed via PDF format to Linda Nagy at nagyl@parklandsd.org

WE ARE AN EQUAL OPPORTUNITY EMPLOYER