



**PART-TIME ENGLISH TEACHER
(Contracted Position)**

OREFIELD MIDDLE SCHOOL

Parkland School District is seeking a knowledgeable and motivated individual to fill the position of Part-Time English Teacher at Orefield Middle School. This is a contracted position.

Appropriate PDE Certification Required

Available: March, 2020

Deadline to apply: Friday, March 6, 2020

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. A copy of your Pennsylvania Teaching Certificate
5. Copy of your FBI fingerprinting registration ID number - Apply online at <https://uenroll.identogo.com> – our school service code is: **1KG6XN**
6. Copy of Criminal History Check, Act 34. Apply online via the “epatch” system at <https://epatch.state.pa.us/Home.jsp>
7. Copy of PA Child Abuse History Clearance, Act 151. Apply online at <https://www.compass.state.pa.us/CWIS>
8. 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: [SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE FORM](#)
9. Copies of college transcripts from all schools attended. (photocopies of transcripts acceptable).
10. 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 via email in PDF format to hr@parklandsd.org