



## Eastern Lebanon County School District

### Position Posting

**Position Title:** District Substitute; One (1) Elementary District Substitute and two (2) Secondary District Substitutes

**Location:** Intermediate School, Middle School and High School

The ELCO School District is seeking District Substitutes for the 2024-2025 school year. Each District Substitute will be assigned to either an elementary school or a secondary building every day school is in session for the 2024-2025 school year. They will report to the same assigned school each day and cover classrooms and assignments as directed by the building administrator. The building administrator will manage the substitute's daily tasks, which will mainly involve covering for daily teacher absences and occasional extended absences.

District substitutes will remain in their assigned building, but may be asked to work in another building if there are uncovered teaching positions. When no vacancies exist, district substitutes will be assigned based on the building administrator's direction.

District substitutes will be paid the 2024-2025 daily substitute rate of \$155.00 per day on days the District substitute reports for duty. In addition, District Substitutes will have the opportunity to gain valuable experience, contribute to students' learning and development, and potentially pave the way for a full-time teaching career.

### **Minimum Requirements:**

#### **Certification in:**

Applicants who do not hold the proper certification but have a conferred bachelor's or higher degree and are interested in teaching are encouraged to apply; an emergency permit can be secured, valid for one (1) school year.

#### **Minimum Requirements:**

- Current Act 34, 151 and 114

### **Application Process:**

When applying, please include a letter of interest, resume, the PDE Standard application, official post-secondary transcripts, a copy of applicable PA certifications, and three current letters of recommendation to [elcoemployment@elcosd.org](mailto:elcoemployment@elcosd.org).

Questions may be directed to Mrs. Darbe DeHaven, Human Resource Director, Eastern Lebanon County School District, 180 ELCO Drive, Myerstown, PA 17067, or email [elcoemployment@elcosd.org](mailto:elcoemployment@elcosd.org).

All required clearances must be compliant with the Pennsylvania Department of Education's mandated criteria for hire.

**Application Deadline:** The position will remain open until the appropriate candidates are identified.