STEEL CENTER
for CAREER & TECHNICAL EDUCATION

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Dear Valued Substitute,

The Steel Center for Career and Technical Education (Steel Center) is pleased to announce that we will be contracting our substitute management and recruiting responsibilities to Substitute Teacher Service, Inc. (STS). STS handles many of the school districts in the surrounding counties. As a current substitute for Steel Center, you will be required to register with STS in order to continue subbing in the district without interruption. This change will take effect beginning with the 2023-2024 school year.

If you are currently an STS employee or have worked for them in the past, simply email STS at hrcommon@thesubservice.com and let STS know you would like to add Steel Center to your school district profile.

You can start your application online or complete the onboarding process at the local STS office. General information, supporting documents and references are part of the requirements needed in order to complete the process. Here is a list of all the documents and things you will need in order to complete your registration:

- *Act 34 PA Police Clearance*
- *Act 114 FBI Fingerprint Clearance*
- *Act 151 PA Child Abuse Clearance*
- *Pennsylvania Teaching Certificate or Emergency Certificate (if applicable)*
- *TB/Tine test - less than 3 months old*
- *A valid, working email address*

***If you would like to add additional STS districts to your profile, you will need to bring a resume and three references.** (Reference Contact Information will suffice)*

Payroll documents and Act 168 previous employer verification forms will require additional documentation. For these you will need:

- *A voided personal check or banking information for direct deposit*
- *2 forms of identification for federal form I-9*
- *Contact Information for all previous employers where you had direct contact with children.*

When the STS Representative meets with you (STS's office is located at Baldwin Whitehall School District) you will be required to produce all of the aforementioned documents (clearances, teaching certificate, TB test, and identification). We can provide you with copies of the clearances from your file at Steel Center. You will also be required to complete the PA Act 24 Arrest and Conviction form. STS will take a photo of you for an ID badge which you must wear at all times while working in our buildings.

As a reminder, please bring all of the aforementioned original documents with you when you meet with the STS Representative. Your local STS HR Representative is Robin Chiodi who can be reached via email r.chiodi@thesubservice.com or by phone at (412) 676-9702.

For detailed information, access to the required forms, and starting the registration process, visit the STS website, thesubservice.com and click on "Open Positions" and then the "Useful Links" tab for access to all required clearances.

Thank you for your service as we look forward to working with you.

Sincerely,

Kevin E. Rice
Executive Director