



Dear Substitute Teacher Applicant:

Thank you for your inquiry regarding substitute teaching opportunities within the Susquehanna Valley Central School District. The following **SUBSTITUTE TEACHER REQUIREMENTS** shall apply:

- All applicants must have a minimum of two years college credit (as verified with transcripts).
- All applicants who are Susquehanna Valley Central School District graduates must have graduated a minimum of two years prior to application for consideration at the elementary and middle levels, and three years prior to application for consideration at the high school level.
- All applicants must be fingerprinted and processed through the Office of School Personnel Review and Accountability (OSPRA), through the New York State Education Department.
- All applicants must complete the Susquehanna Valley Substitute Teacher Application and submit their college transcripts with the application.
- Any applicant who does not meet the qualifications will be notified in written form from the Assistant Superintendent's Office as to the reason they do not meet the qualifications.

Please complete and mail the attached **Substitute Teacher Application and a copy of your college transcripts** to the following address:

Natalie Brubaker, Assistant Superintendent  
Susquehanna Valley CSD  
P.O. Box 200  
Conklin, NY 13748

After reviewing your application, you will be contacted to arrange an interview with me or one of our building administrators. Upon your Board of Education approval as a substitute teacher, you will receive written confirmation of your appointment. Our District utilizes the AESOP automated substitute service. This service simplifies and streamlines the process of finding and managing substitute jobs for both the substitute teacher and the school district. This system will be fully explained when you become employed with the SV District.

**The following per diem rates shall apply to substitute teachers for the 2018-19 School Year:**

- **NYS Certified - \$115**
- **Uncertified - \$105**

Proof of NYS Certification **must** be provided with your application in order to receive the Certified Substitute Rate of Pay. A copy of your **NYSED TEACH** account page that indicates your certification status is acceptable.

**New York State law requires that all personnel must be fingerprinted for employment and processed through the Office of School Personnel Review and Accountability (OSPRA), NYS Education Department. If you have obtained your NYS teaching certification after 2001, you have already been fingerprinted, and you do not have to do it again. If you have not applied for a NYS teaching certification, you will need to be fingerprinted. The current fee for fingerprinting is **\$100.25**. If you accept employment with SV, you must complete the fingerprinting process before your appointment goes before the Board. Information and instructions on fingerprinting are included within this packet.**

I hope that your anticipated experiences at Susquehanna Valley will be successful ones.

Yours truly,  
Natalie Brubaker, Assistant Superintendent

February 6, 2019



## SUBSTITUTE TEACHER APPLICATION

PLEASE PRINT CLEARLY

Grade Levels / Subject Areas			
Elementary	<input type="checkbox"/>	Grade(s) :	Subject(s) :
Secondary	<input type="checkbox"/>	Grade(s) :	Subject(s) :

LAST NAME	FIRST NAME	MIDDLE INITIAL	▲ PHONE NUMBER TO BE CALLED ▲ FOR SUBSTITUTE ASSIGNMENTS <i>(MUST INCLUDE AREA CODE)</i>

Social Security Number	
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Email Address <i>(please print clearly)</i>	
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PERMANENT ADDRESS
Street::
Apt. # :
City:
State, Zip:
Phone:

PRESENT ADDRESS, if different than PERMANENT
Street:
Apt. # :
City:
State, Zip:
Phone:

EDUCATION				
Name & Location of Institution	Major	Minor	Diploma, Degree, or No. Credit Hrs. Completed	Graduated (Yes / No)
High School				
College(s)				

**NEW YORK STATE CERTIFICATION(S)**

YES  PROVISIONAL  INITIAL   
 PERMANENT  PROFESSIONAL   
 NO  I am not certified.

**\* If YES, include copies of all certifications.**

**FINGERPRINTING**

I have been fingerprinted in compliance with the N.Y.S. Education Department, Office of School Personnel Review and Accountability (OSPRA):

YES   
NO

*(If **NO**, you will be contacted regarding fingerprinting procedures.)*

If **CERTIFICATION** status is **NO**, explain:

**EMPLOYMENT / EXPERIENCE**

List in chronological order, from most recent position. Include any teaching experiences (permanent, substitute, student.)

DATES		EMPLOYER	
From	To	Name ▶	
		Address ▶	
		Phone ▶	
▼ POSITION ▼		Duties ▶	

DATES		EMPLOYER	
From	To	Name ▶	
		Address ▶	
		Phone ▶	
▼ POSITION ▼		Duties ▶	

DATES		EMPLOYER	
From	To	Name ▶	
		Address ▶	
		Phone ▶	
▼ POSITION ▼		Duties ▶	

Have you previously applied for a substitute teaching position with Susquehanna Valley?

YES  NO

If yes, what year?

List any extracurricular activities that you would be willing to facilitate or coach if an opening occurred:

## REFERENCES

Please list three professional references:

<b>Name:</b>	
<b>Position:</b>	
<b>Phone:</b>	

<b>Name:</b>	
<b>Position:</b>	
<b>Phone:</b>	

<b>Name:</b>	
<b>Position:</b>	
<b>Phone:</b>	

*ADDITIONAL INFORMATION:*

**I certify that all information provided on this application is true and complete.**

**Signature**

**Date**

**This application will not be valid without your signature and date.**

New York State Law prohibits discrimination due to age, color, disability, national origin, race or sex.

✧ An Equal Opportunity Employer ✧